



Ministry of Environment, Climate Change and Technology  
Male', Republic of Maldives



## Greater Male' Environmental Improvement and Waste Management Project

### ASSISTANT PROJECT COORDINATOR

#### TERMS OF REFERENCE

#### A. Background

Waste is one of the most visible threat to the environment and poses challenges to the development. Zone 3, which encompasses Greater Male', the inhabited islands in the Male' Atoll (Kaafu Atoll), North Ari Atoll (Alifu Alifu Atoll), South Ari Atoll (Alifu Dhaalu Atoll) and Felidhe Atoll (Vaavu Atoll), is estimated to generate 774 tons of mixed solid waste daily and currently lacks an organized and sustainable waste management system to properly manage this growing amount of waste.

Rapid urbanization and tourism development in the Greater Male' region including Zone 3 atolls waste is expected to increase by 924 tons per day by 2022. The region suffers from severe environmental pollution and deteriorating livability from inadequate collection and haphazard disposal of solid waste. Open dumping and burning of garbage at the 30-year-old dumpsite on Thilafushi island is an environmental and public health hazard posing a daily nuisance to the residents in Male' Villimale and neighboring resort islands, with plumes of smoke visible from Velana International Airport and surrounding resorts. Considering Maldives reputation as a pristine high-end tourist destination and its reliance on sustainable fisheries for food and export, pollution from improper waste management is a significant threat to the economy and environment.

In order to address the issue of growing amount of waste in the region, the Government of the Republic of Maldives has applied for financing from Asian Development Bank (ADB) towards the cost of Greater Male' Environmental Improvement and Waste Management Project. Part of this financing will be used towards the expenditure of the Project Management Unit (PMU) including staff salary and other incremental cost of the PMU.

#### B. Project Development Objective

The development objective of the Project is expected to establish a sustainable solid waste management system in the Greater Male' by (i) improving collection, transfer, disposal, treatment, recycling and rehabilitating the existing dumpsite at K. Thilafushi, (ii) strengthening institutional capacities for solid waste service delivery and environmental monitoring, and (iii) improving public education, awareness and behavior in reduce, reuse and recycle (3R). The



Project is being designed to reduce disaster risk and improve climate change resilience while creating a cleaner environment and reducing greenhouse gas emission.

### **C. Objectives Of Assignment**

The objective of this assignment is to assist in the operational management of the projects in accordance with the project documents and as per the donor guidelines in collaboration with the project team and stakeholder agencies to assist the project team in all implementation arrangements of projects to carry out smoothly and on time.

### **D. Overall Responsibility**

Under the supervision of Project Manager (PM) or his designate, Assistant Project Coordinator will carry out the following tasks, but not limited to

1. Assist PM in the operational management of the projects in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals;
2. Assist PM to carry out project activities to ensure the timely delivery of services to the Project
3. Organize and take part in field visits to the project sites as and when necessary Assist PM in day to day management of the project including administrative responsibilities such as receiving and sending documents and letters.
4. Liaise with Project stakeholders, to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;
5. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
6. Assist Project Manager in providing project updates to relevant authorities, on project progress and any foreseen risks and constraints for remedial action
7. Assist in organizing Steering committee and Technical committees meetings and preparing meeting minutes as and when necessary
8. Facilitate meetings with key stakeholders, various agencies and other government departments as required
9. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
10. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
11. Assist PM in preparing relevant documentations and ensuring availability of relevant information for ADB review missions, independent review missions, and/ or reviews carried out by other relevant Maldivian Government authorities
12. Collect and archive information and data such as consultant reports, project progress reports, etc. as required
13. Participate in funding agency review missions and/ or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required;



14. Organize and assist in holding project coordination meetings regularly and preparing minutes of meeting.
15. Ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MEE or funding agency for review and/or for presentation are provided in a timely manner; and
16. Undertake other technical tasks as and when required by the MEE.

#### **E. Qualification, Experience and Competency**

The applicant should possess following educational background and experience.

- Minimum **degree** in Management or related to the assignment.
- Minimum three (03) years of work experience in project administration and one (01) year experience in donor funded projects will be an added advantage;
- Work experience in delivery of waste management sector projects in the public sector will be an added advantage.
- Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues will be an advantage.
- Knowledge and understanding of technical, commercial and legal aspects of procurement of the donor - financed projects will be an advantage.
- Good management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

#### **F. Facilities Provided by the Client**

Successful candidate will be posted at Ministry of Environment Climate Change and Technology. The following facilities will be provided;

- A proper workstation
- Computer system with necessary software installed
- Access to telephones and fax



### G. Duration of the Assignment

The project will be implemented in two phases and a three (03) year cycle in each phase. However, the successful candidate will enter into a contract for 2years of the first phase of the Project. The staff will be appraised and assessed the performance annually and based on this appraisal the contract maybe extended for the second phase of the Project.

### H. Remunerations

Monthly remuneration from the project will be **MVR 19, 500- MVR 22,400**

### I. Selection Criteria

The Assistant Project Coordinator will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Experience in similar works/ assignments	30
Interview	30