



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

Recruitment of a Project Coordinator (PC) for “Advancing the National Adaptation Plan of the Maldives” project

Terms of Reference

Reference number: (IUL)438-HRU/438/2023/346

1. BACKGROUND

The United Nations Framework Convention on Climate Change (UNFCCC) at its COP 16 held in Cancun in 2011 approved a process to enable member states to formulate and implement National Adaptation Plans (NAPs) as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs. The Paris Agreement (2015) in its global goal on adaptation (Article 7) brought new elements and dimension to the climate change adaptation. Namely, enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate adaptation response in the context of the global temperature limit of less than 2°C. The UNFCCC’s Least Developed Countries Expert Group (LEG) on adaptation released Guidelines for NAPs (December 2012). Furthermore, the Green Climate Fund (GCF) has issued guidance on adaptation planning approaches.

The Republic of the Maldives is a Small Island Developing State (SIDS) and is one of the smallest atoll island nations globally. The government of Maldives has expressed concerns about the impacts of global warming on the country as the geographical characteristics of the country — comprising small, low-lying atoll islands — makes the Maldives extremely vulnerable to the negative impacts of climate change, particularly coastal erosion and sea-level rise. A 0.5 to 0.8 meter rise in sea level by 2100 — as predicted by global climate change models — would lead to a loss of most of the land area of the Maldives. As the islands of the Maldives are highly vulnerable to inundation, sea-level rise will also exacerbate the existing problems of beach erosion and salt-water intrusion, threatening the country’s limited freshwater resources.

The Government of Maldives has successfully obtained a grant of USD 2.85 Million from the GCF for a three-year project to build capacity to advance the NAP process in Maldives. UNEP is the Delivery Partner for the project with the Ministry of Environment, Climate Change and Technology (MECCT) of Maldives as a key partner.

The project entitled “Advancing the National Adaptation Plan of the Maldives” will be implemented by a small project team headed by a National Project Coordinator. The NAP



project will support multi-sectoral, medium- to long-term adaptation planning and budgeting in Maldives and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced, and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed.

2. SCOPE OF WORK

The National Project Coordinator will be responsible for the achievement of the following outcomes as stated in the financing proposal approved by the GCF by the end of the project period (October 2025):

- i. Capacity and tools developed for the coordination and execution of future NAP processes;
- ii. NAP adaptation priorities are operationalised through line ministry spending plans;
- iii. Private finance mobilised for investment in climate risk management;
- iv. Learning about the NAP process disseminated.

3. TASKS OF THE PROJECT COORDINATOR

Main project management duties

- Develop strategy and identify innovative interventions and approaches for delivering the project objectives in consultation with constituents and stakeholders. Review and analyze country specific development plans and priorities, socioeconomic data, reports and other relevant information. Assemble and edit basic data required for planning, reporting and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.
- Monitor progress of project activities with implementing partners by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. With the support of the National Gender Officer, routinely analyze and aggregate technical reports, M&E results and lessons to be learned to prepare reports and recommendations. Identify problems, propose solutions and action and follow-up with partners to expedite implementation and meet targets. Follow-up on delays, clarify information and data provided, and act as the primary focal point for partners' enquiries about clearance and processing requirements. Assist in the development and maintenance of information systems for use in monitoring and reporting on activities and performance .
- Organize, participate as a resource person, and represent the project in consultative meetings, seminars and training workshops, in close coordination with the MECCT and key NAP institutional stakeholders. Serve as a focal point for selected technical subjects and prepare speeches, make presentations and address meetings on behalf of the project;
- Ensure adherence to the UN Environment and regulations for financial and administrative matters and ensure timely fulfilment of all obligations and delivery of expected results of the project activities in the country.



- Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring resources as compared to planned activities, anticipate delays and make recommendations to project management for remedial action.
- Maintain regular communication with the Task Manager and other relevant specialists in UN Environment Climate Change Adaptation Unit. Brief the specialists, project staff and consultants, and visiting officials, academics, UN and NGO partners and provide relevant information on project-related matters. Provide interpretation to other UN Environment staff and consultants where appropriate.
- Undertake missions to project sites independently or accompanying other officials, to provide guidance and coaching to partners on implementing the project and reporting requirements, and to identify challenges and propose solutions to resolve them.
- Establish and maintain close and positive links with the relevant national, provincial and local stakeholders, such as national, provincial and local authorities, non-governmental organizations, private sector actors and the media that are active in the country.
- Act as a national focal point within the project on technical support and ensure visibility of the project and its donor by using the relevant identifiers on all materials and publications, and at workshops and events.
- Ensure that the UNFCCC's Guiding Principles for NAPs are applied in the Maldives NAP elaboration, implementation and monitoring processes.
- Prepare assessments, reports and collect data and information as required to support technical activities.
- Facilitate collaborative and consultative processes with all key stakeholders to ensure the involvement of government and other stakeholders through Working Groups or other relevant consultative fora (including national and local authorities, NGOs, academia, and private sector actors) in the development of project deliverables and results.
- Facilitate institutional capacity building in gender-sensitive climate change adaptation planning, multi-sectoral and integrated planning approaches, climate change information and knowledge (modelling, projections and risk assessments), and climate finance.
- Ensure that Project Components and Deliverables are closely aligned to supporting the integration of climate change adaptation into national, sectoral and provincial strategies, plans and budgets. This will involve ensuring close working relationships with key stakeholders, including the MECCT, the Ministry of National Planning and Infrastructure, the Ministry of Finance, Ministries in charge of key climate-vulnerable sector, and Provincial administrations.
- Identify and document good practices, lessons learned and relevant experiences that may be shared with other countries, or at the regional or global level.
- Draft, edit in, or translate into local language(s) key news releases, media statements, communication materials, official correspondence, statements and speeches and other public information material to communicate project activities ensuring donor visibility.
- Perform other duties as may be assigned by the technical or administrative supervisors that are related to the goals of the project.



4. COMPETENCIES

Professionalism: Knowledge and understanding of inter-governmental and inter-agency negotiation and networking functions; Ability to identify environmental, political, economic and social development issues, analyze and participate in the resolution of issues/problems; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges;

Remains calm in stressful situations: Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

5. RECRUITMENT QUALIFICATIONS

Education: Minimum first university degree (at least a Bachelor's Degree) in environmental and climate science, management, or a related field. Advanced university degree (Master's Degree) preferred.

Experience: A minimum of seven (7) years of progressively responsible experience in national policy in relation to climate change adaptation, environment and/or sustainable development, project and programme management in a multi-cultural setting in is required. Experience in climate policy development area is desirable.

Language Requirements: For the post advertised, fluency in written and oral English is required. Fluency in local language of the duty station (Dhivehi) is required.

Other Skills and Requirements:

- At least one previous professional positions/ assignments related to managing, facilitating and coordinating implementation of an externally-funded programs or projects in Maldives.
- Demonstrable experience working with the Government of Maldives in the field of climate change/ environment is essential.



- Experience in leading an intersectoral and integrated development planning process in Maldives, including integration of cross-cutting thematic issues (e.g. environment, climate change, gender) is preferable.
- Familiarity with the United Nations system, its financial, administrative systems and reporting requirements is advantage.

6. REPORTING

The incumbent will have dual reporting lines to the National Project Director appointed by MECCT and UNEP Task Manager based in Regional office in Bangkok and will work closely with Steering Committee and Technical Committee. The Project Coordinator will be required to attend the office on a daily basis as per government official timing.

7. CONTRACT DURATION

The incumbent will start from the date of signing of the contract for one year. The contract will be renewed on annual basis upon a good outcome of performance review till the closure of the project.

8. REMUNERATION

The selected candidate will be provided an all inclusive monthly remuneration of **MVR 26,700**

9. SELECTION CRITERIA

The Project Coordinator will be selected based on the following criteria.

Criterion	Weightage
Academic qualifications & Experience	The applicant shall meet the academic qualification and experiences mentioned in the section 5 above.
Assessment exercise	70 points
Interview	30 points

10. APPLICATIONS

Interested consultants may submit the **expressions of interest** with the following.

- Cover Letter
- Curriculum Vitae (CV) of the applicant indicating the previous experiences on similar works performed in the past with referees details;
- Attested copies of academic qualifications;
- Copy of National Identification Card (or Passport)
- Reference letters of similar assignments completed



11. SUBMISSION

Interested applicants may submit their applications on or before **12:00 hrs of 09th August 2023**, to the following address.

Ministry of Environment, Climate Change and Technology
Handhuvaree Higu, Maafannu
Male', 20392
Republic of Maldives