



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

## **Recruitment of a Administrative and Finance Officer (AFO) for “Advancing the National Adaptation Plan of the Maldives” project**

### **Terms of Reference**

Reference number: (IUL)438-HRU/438/2023/495

#### **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 Manager. 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**

Under the overall guidance/ supervision of the Project Manager of the MECCT/UNEP project “Advancing the National Adaptation Plan in Maldives”, the Administrative & Finance Officer shall assume responsibilities in administration, procurement, budgetary and financial aspects of the project.

## **3. TASKS OF THE ADMINISTRATIVE AND FINANCE OFFICER**

Main administrative and financial duties

- Ensure the production of accurate and timely financial information for the project, including reviewing financial transactions, journal entries, account reconciliations, financial analysis, and reports.
- Support the Project Manager, Gender Officer, and project team in reviewing programs and operational budgets and variances on a monthly basis.
- Ensure to prepare Payment Vouchers and Journal Vouchers together with complete supporting documentation in support to every financial transaction. Prepare and maintain financial disbursement ledger for monitoring and controlling of expenditures in line with the financial management procedures.
- Ensure to prepare contracts or Purchase Orders of selected firm/individual consultants along with their deliverables and also monitor the timelines of deliverables for its timely completion.
- Undertake financial evaluation of partners and individual consultants’ proposals as and when required.
- Ensure annual financial audits are undertaken through an independent professional entity and submitted to UNEP within the first quarter of each calendar year.
- Assist the Project Manager in requisition and procurement of equipment and services following UN rules and regulations; Collection of quotations from the suppliers, evaluation of quotations, prepare bids tabulation, ensure quality & quantity of goods, receive checked invoices from the suppliers and initiate payments.
- Keep records of Non-Expendable Equipment (NEE), conduct physical verification at least once a year and prepare report on annual physical verification of NEE;
- Effective management of PMU staff salaries, including calculations and timely payment, in line with national labour law, tax and social payments.
- Monitor the Financial expenditures and prepare financial expenditure reports of the project per Financial Compliances, including the Interim Progress Reports to donor.
- Ensure and verify all payments are processed timely in accordance with approved allocated budget.
- Support to organize seminar and workshops and other training programmes for functional group, and professional group;
- Ensure compliance with all statutory obligations in the country.
- Effective documentation and management of all assets.



- Liaise with MECCT and UNEP on all matters relating to payments and financial reporting.

#### 4. COMPETENCIES

##### Knowledge and Skills:

- Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;
- Solid knowledge of generally acceptable, preferably both UN and Government, accounting practices, financial systems, budget and cash flow monitoring and accounting controls;
- Good understanding of Government institutional and policy set up at various tiers of provincial and federal government;
- Strong ethics, inter personal skills and a collaborative attitude.

##### Functional Competencies:

- Strong analytical skills and critical thinking skills,
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to feedback and take corrective actions
- Demonstrates excellent oral and written communication skills;
- Ability to work effectively in teams and assume leadership wherever necessary
- Ability to cope with high pressure and stress in an effective manner

**Professionalism:** Has knowledge of internal policies, processes and procedures generally and in particular those related to substantive and administrative aspects of the project and budgeting. Has demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence in 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.

**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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.



## 5. RECRUITMENT QUALIFICATIONS

### Academic:

A Bachelor's degree in Accounting, Finance, Economics, Business/ Public Administration, Project Management or another relevant field from an educational institution approved by Maldives Qualification Authority.

### Experience:

- At least three (3) years of relevant experience in areas including financial accounting, financial monitoring and reporting, procurement of goods and services, event organization, assets management; document and information management; operating IT systems;
- At least one previous position in admin and finance that is successfully completed;
- Prior working experience with UN agency and international organization in programme and project management is an asset.

### Languages:

- Fluency in spoken and written English and Dhivehi is required.

## 6. REPORTING

The AFO will be reporting to the Project Manager and work under overall guidance of National Project Director appointed by MECCT and UNEP Task Manager based in Regional office in Bangkok. The AFO 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 20,000**

## 9. SELECTION CRITERIA

The Administrative & Finance Officer 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 the 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 09<sup>th</sup> November 2023**, to the following address.

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