



**Ministry of Tourism and Environment**  
Republic of Maldives

Date: 24 April 2025

Announcement Reference No: (IUL)88-ADHR/88/2025/162

**Terms of Reference**

**Project:** Enhancing Climate Resilience and Food Security

**Position:** Financial Management Specialist

**Type of Contract:** Individual

**Thematic Area:** Climate Adaptation

**1. Project Background**

The Maldives is highly susceptible to climate change impacts, including sea-level rise, extreme weather events, and disruptions to food security. To address these challenges, the **Enhancing Climate Resilience and Food Security Project** aims to strengthen the country's adaptation capacity by focusing on the interlinkages between human settlements and agri-food systems. Key components of the project include:

1. **Development of Climate and Early Warning Systems:** Enhancing the Maldives Meteorological Service's (MMS) capacity through the installation of weather surveillance radar systems and the establishment of a national climate database management system.
2. **Flood Reduction and Coastal Protection Investments in Kulhudhuffushi:** Implementing infrastructure improvements to mitigate flood risks in the island of Kulhudhuffushi.
3. **Promotion of Urban Farming:** Establishing urban farming training facility in Hanimaadhoo and supporting its training and advisory functions for farmers and agribusiness companies to disseminate sustainable and climate smart farming practices, support agribusiness development, and increase local food supply.
4. **Matching Grants for Agribusiness Development:** Providing financial support to promote urban farming and the development of adaptation businesses and services.
5. **Capacity Building and Institutional Strengthening:** Enhancing the capabilities of government agencies, civil society organizations, and local communities in climate resilience and food security practices.
  - a) The Specialist will ensure:
    - i. All project funds are used for the intended purpose and with due attention to considerations of economy and efficiency.

- ii. Full compliance with ADB's financial reporting and audit requirements as outlined in the relevant sections of loan/grant agreements, project administration manual, minutes of the loan negotiations, etc.
- iii. ADB loan and grant funds are made available for the project in a timely manner through timely preparation and submission of withdrawal applications in accordance with ADB disbursement handbook and collection and filing of all supporting documentation, as required.

## 2. Key Responsibilities:

- a) Assist MOTE/PMU in preparing annual budget estimates and in consolidating the annual budget estimates from the various /implementing agencies.
- b) Support the implementing agencies (HAC, MCC, KCC) in: (a) developing and documenting a methodology or process to accurately estimate the incremental O&M costs arising from project assets; and (b) reflecting these estimates in the agencies' annual recurrent/master budgets, along with the necessary justification.
- c) Conduct an analysis of the financial execution of the approved budget (budget-to- actual by activity) as well as financial vs physical progress. Analyze and document any significant variations;
- d) Support the MOTE/PMU in ensuring that (i) separate accounts for the project are duly maintained in accordance with the applicable accounting standards, (ii) receipts and expenditures are duly segregated by financing source (e.g. ADB and government funding), (iii) separate control registers are maintained for signed contracts, withdrawal applications submitted to ADB and expenditures claimed from ADB under the statement of expenditure procedure, grants approved and amounts disbursed etc. as outlined in the project administration manual;
- e) Assist the MOTE/PMU in preparing withdrawal applications in a timely manner and in collecting the required supporting documentation in accordance with the relevant procedures outlined in ADB's Loan Disbursement Handbook (2022, as amended from time to time) and the disbursement section of the project administration manual.
- f) Support MOTE/PMU in filing all supporting documentation in an organized manner to allow easy access to ADB staff and auditors.
- g) Assist the MOTE/PMU in maintaining a detailed Withdrawal Application register for ADB loan and grant funds;
- h) Support the MOTE/PMU in conducting (a) monthly reconciliations of the advance accounts; and (b) quarterly reconciliation of the project disbursement records/ books of accounts and ADB's disbursement data available in the L/GFIS to ensure the correctness and completeness of the project records and financial reports/statements. Follow-up on any discrepancies to ensure timely resolution; Assist the MOTE/PMU in preparing periodic financial and financial management information and analysis in the agreed format to be included in the quarterly progress reports to be submitted to ADB;
- i) Assist the MOTE/PMU in preparing project financial statements annually covering the expenditures incurred and receipts from all the funding sources (e.g. ADB loan, grant and government funding) in a format agreed with ADB;
- j) Support the MOTE/PMU in ensuring that the project financial statements are audited and that the audit report, audited financial statements, and the management letter(s) are submitted to ADB in a timely manner;

- k) Support the MOTE/PMU in the follow-up of internal and external audit recommendations/observations to further improve the internal controls of the project and to avoid recurring audit observations;
- l) Support the MOTE/PMU in ensuring that all financial records are orderly filed and stored physically in safe location and an electronic back up is conducted regularly;
- m) Support the MOTE/PMU in implementing the Financial Management Action Plan (FMAP) as agreed with ADB and outlined in the Project Administration Manual, including the preparation of a project financial management and accounting manual;
- n) Support the MOTE/PMU in understanding ADB's financial management and disbursement procedures and requirements and advising them on the existing ADB financial management resources available. Provide capacity building to new/rotating accounts staff to ensure continuity;
- o) Assist the MOTE/PMU in implementing financial management related recommendations as agreed between the project and ADB during review mission/tripartite review meetings; and
- p) Assist the MOTE/PMU in other tasks as assigned by the project management unit.

#### 4. Qualifications and Experience:

- a) A professional accounting qualification such as CA, CPA, ACCA or equivalent.
- b) An overall 10 years of working experience with 8 years of experience in project/program financial management and training/ capacity building including government accounting system.
- c) Experience in similar capacity and sound knowledge of ADB procedures/policies and working on externally funded projects/programs financed by ADB or World Bank shall have added advantage.
- d) Good written and verbal communication skills in English.

#### 5. Duration of the Assignment

- The Financial Management Specialist will be hired for a period of 5 years and 5 months with the possibility of extension based on performance appraisal.

#### 6. Remuneration

Successful candidate will be paid a monthly remuneration within the range of MVR 33,600 to MVR 38,600 depending on the qualifications and experience

#### 7. Selection Criteria

The Financial Management Specialist will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section 3 will be selected for the interview.

Criteria	Weightage (%)	Documents Evaluated
Achieved minimum academic qualification	30	<i>Copies of MQA Accredited Certificate</i>

Achieved minimum work experience	20	<i>Letters of experience</i>
Demonstrable project/programme management experience in at least one project/programme	10	<i>Letters of experience</i>
Experience in working with ministries or national institutions that are concerned in a related field of environment or management (2 points for each year)	10	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>

## 8. Application

The applicants shall submit their applications along with the following documents:

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of MQA Accredited certificates
- Letters of work experience
- Letter of no objection (for civil servants)
- Copy of National ID card
- Any other document that may support the application

## 9. Submission

Interested candidates may email their proposals on or before 1200hrs of **11 May 2025** to the following address.

Human Resource Department

[jobs@environment.gov.mv](mailto:jobs@environment.gov.mv)

Ministry of Tourism and Environment

Male', 20096, Republic of Maldives