



Ministry of Tourism and Environment
Republic of Maldives

Date: 24 April 2025

Announcement Reference No: (IUL)88-ADHR/88/2025/160

Terms of Reference

Project: Enhancing Climate Resilience and Food Security

Position: Project Manager

Type of Contract: Individual

Thematic Area: Climate Change 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.

The Project Manager will oversee the implementation of these components, and lead the Project management Unit (PMU) in ensuring alignment with the project's objectives and compliance with the Asian Development Bank (ADB) and Government of Maldives guidelines.

2. Objectives of the Position:

The Project Manager will lead the PMU for effective planning, implementation, and monitoring of all project activities, ensuring the achievement of outcomes related to climate resilience and food security. This role involves hiring and supervising of the PMU staff and consultants, managing stakeholder relationships, and ensuring timely reporting to the Project Steering Committee and ADB.

3. Key Responsibilities:

The Project Manager will lead and supervise the PMU in carrying out the following project implementation and administration tasks:

Project Planning and Implementation:

- Develop and oversee detailed project implementation plans, including timelines, budgets, and resource allocation.
- Coordinate with the Ministry of Tourism and Environment (MOTE), MMS, and other relevant agencies to ensure cohesive project execution.
- Prepare and maintain a comprehensive project risk management plan, identifying potential challenges and mitigation strategies.
- Ensure that all project activities are implemented on schedule and within the allocated budget.
- Establish standard operating procedures (SOPs) for PMU operations, ensuring efficient workflow and compliance with ADB guidelines.

Technical Oversight:

- Lead the design, procurement, and operationalization of weather surveillance radar systems and a national climate database management system, ensuring technical soundness and long-term sustainability.
- Supervise the planning and construction of flood reduction infrastructure in Kulhudhuffushi, ensuring adherence to engineering and environmental standards.
- Oversee the design and establishment of urban farming facilities in Malé and Hulhumalé, ensuring alignment with climate-smart agricultural practices.
- Manage the matching grants program, developing clear eligibility criteria and guidelines for applicants and ensuring proper monitoring of grant outcomes.
- Provide technical support and guidance to consultants and contractors, ensuring the delivery of high-quality outputs across all project components.

Stakeholder Coordination:

- Act as the primary liaison between the PMU, government agencies, development partners, private sector entities, and local communities.
- Organize and facilitate stakeholder consultations, ensuring inclusive participation and consensus-building.

- Strengthen collaboration with island councils and local community leaders to promote ownership of project activities and enhance sustainability.
- Coordinate capacity-building workshops and training programs for government officials, civil society organizations, and local stakeholders, focusing on climate resilience and food security practices.

Monitoring, Evaluation, and Reporting:

- Develop and implement a robust monitoring and evaluation (M&E) framework to assess the progress and impact of project activities.
- Conduct regular field visits to project sites to monitor implementation, identify challenges, and recommend corrective actions.
- Prepare high-quality quarterly and annual progress reports, detailing technical, financial, and social outcomes for submission to the Project Steering Committee and ADB.
- Facilitate external evaluations, including mid-term and final evaluations, to measure project effectiveness and document lessons learned.
- Maintain a project management dashboard to track key performance indicators and ensure data-driven decision-making.
- Submit to the Project Steering Committee and ADB
 - detailed project implementation plan and inception report.
 - Quarterly and annual progress reports covering technical, financial, and social aspects.
 - Monitoring and evaluation reports, including environmental and social safeguard compliance.
 - Midterm and completion evaluation reports.

Financial and Administrative Management:

- Oversee the preparation and management of project budgets, ensuring cost-effectiveness and alignment with approved financial plans.
- Supervise procurement processes, including tendering and contract management, to ensure transparency and compliance with ADB and national regulations.
- Approve expenditure requests and financial reports, ensuring proper documentation and accountability.
- Ensure timely disbursement of funds for all project activities and resolve any financial bottlenecks.
- Coordinate with internal and external auditors to ensure financial compliance and resolve any audit observations.

Environmental and Social Safeguards:

- Ensure all project activities comply with ADB's environmental and social safeguard policies and national regulatory frameworks.
- Conduct environmental and social impact assessments (ESIAs) for major infrastructure activities, ensuring mitigation measures are integrated into project designs.

- Implement a grievance redress mechanism (GRM) to address concerns raised by stakeholders and communities.
- Monitor and report on the implementation of safeguard measures, ensuring that social and environmental risks are minimized.

4. Qualifications and Experience:

Essential Qualifications:

- Master's degree in Environmental Science, Climate Change, Agriculture, Project Management, or a related field.
- At least 10 years of experience in managing large-scale projects, preferably in climate change adaptation, disaster risk reduction, or food security.

Key Competencies:

- Proven expertise in project planning, implementation, and monitoring.
- Strong understanding of climate resilience, disaster preparedness, and sustainable agriculture practices.
- Experience working with government agencies, international donors, and community stakeholders.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in project management tools and software.

Desirable:

- Familiarity with the Maldives' socio-economic and environmental context.
- Experience with ADB-funded projects and understanding of ADB procedures and requirements.
- Knowledge of environmental and social safeguards frameworks.

5. Collaboration, Guidance and Supervision

- The Project Manager will be contracted by the Ministry of Tourism and Environment and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Project Manager will work under the guidance and supervision of the PSC and the Protected Areas Section. Project Manager will be based at the Project Management Unit at the Ministry.

6. Duration of the Assignment

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

7. 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

8. Selection Criteria

The Project Manager 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>

9. 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

10. 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
Ministry of Tourism and Environment
Male', 20096, Republic of Maldives