



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

## **TERMS OF REFERENCE**

Project Assistant - Blue Capital for Prosperity and Climate Resilience Project (BCPCR)

Date: 05 May 2025

Announcement Reference Number: (IUL)88-ADHR/88/2025/195

**Project:** Blue Capital for Prosperity and Climate Resilience Project (BCPCR) (Project Preparation Grant)

**Position:** Project Assistant

**Type of Contract:** Individual

**Thematic Area:** Admin

### **A. PROJECT BACKGROUND**

The Government of the Republic of Maldives through the Ministry of Tourism and Environment, as the lead Executing agency, is implementing Blue Capital for Prosperity and Climate Resilience (BCPCR) project financed by the Global Environment Facility (GEF) and the World Bank as the GEF Implementing Agency. The main objective of the project is to establish a long-term Nature-Based Solution (NbS) financing mechanism to improve the country's natural capital, maintain its globally significant biodiversity and increase its climate-resilience, with a focus on marine protected areas of Lhaviyani atoll.

The project focuses on three components:

**Component 1 - Enabling the long-term financing of Nature-based Solutions** - The focus of this component is to establish a long-term financing mechanism to protect natural capital and enhance NbS for increased resilience. As such, this component will focus on establishing a Fund called 'Maldives Nature Fund (MNF)' The MNF will provide medium and long-term financing to

natural capital investments in the Maldives, including protected area network and a wider range of NbS .

**Component 2 - Piloting a Nature-based Solutions implementation framework.** The second component of the project will design, pilot and scale-up an NbS implementation framework for the Maldives

**Component 3 focuses on project management, monitoring and knowledge management.** This component will support the overall management of project activities, the comprehensive monitoring of implementation progress and outcomes and knowledge management of the project

Hence, the Government of the Maldives through the Ministry of Tourism and Environment is seeking a competent person as a full time Project Assistant to manage the initial stage of the Blue Capital for Prosperity and Climate Resilience Project and lead a team of different disciplines.

## **B. OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to assist in the operational management of the project in accordance with the project documents the Financial Agreements, Project Appraisal Documents and Operation Manuals of the Project, in collaboration with the project team and stakeholder agencies to assist the project team in all implementation arrangements of the project to carry out smoothly and on time

## **C. SCOPE OF THE ASSIGNMENT**

The overall responsibilities of the Project Assistant include, but are not limited to the following:

- Assist the Project Manager in day-to-day management and oversight of project activities
- Preparation of budget reports and handling of finances
- Monitor project activities to ensure timely implementation
- Maintain proper filing system for finance records and documents
- Liaise with implementing partners and ensure timely flow of project funds and submission of financial reports in accordance with World Bank procedures
- Prepare and update project budget records and monitor project expenditure on a monthly or quarterly basis as appropriate
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);

- Consolidate financial progress reports submitted by consultants and contractors for implementation of project activities;
- Liaise and follow up with the consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports
- Support operational activities of the project in line with the respective Project Financing Agreements, Project Appraisal Documents and Operations manuals.
- Help ensure financial compliance with processes and procedures detailed in the operations manuals through documentation and filing.
- Help maintain records ensuring Project activities align with Government policies, donor requirements, and safeguard compliance.
- Assist in the preparation of Terms of References for consultancies, specifications for works, goods and equipment, and necessary bidding documents and contract forms.
- Provide administrative support for document review, evaluation committees and other meetings as required.
- Help coordinate logistics for World Bank review missions, independent reviews, and reviews by Government of Maldives authorities.
- Support information flow between the PMU and the World Bank regarding technical, fiduciary, and safeguards requirements.
- Prepare information, reports and documentation requested by the Project Manager for review and/or presentation to PSC.
- Track implementation challenges and compiling information to support resolution processes.
- Maintain communication records with contractors, suppliers, project staff, and government authorities to support project execution
- Carryout everything related to the Project Steering Committee Meetings
- Provide PMU-related administrative and logistical assistance
- Any other work-related tasks assigned by the Project Manager.

#### **D. REQUIRED QUALIFICATION AND EXPERIENCE**

The Project Assistant is expected to meet the following **minimum qualifications** and should provide CVs and supporting documents for the following requirements:

*Minimum qualification:*

- Master's degree or an equivalent qualification in a subject related to project management, business administration/management, finance, or accounting and
- Three (3) years of work experience in project management, business administration/management, finance, or accounting

**OR**

- Bachelor's degree or an equivalent qualification in a subject related to project management, business administration/management, finance, or accounting and
- Seven (7) years of work experience in project management, business administration/management, finance, or accounting.

*Other evaluated Qualifications/Skills:*

- Strong administrative and coordination skills to support implementation of multi-stakeholder projects
- Ability to maintain budget records and assist with financial tracking
- Experience supporting project activities involving community and government stakeholders
- Experience assisting with stakeholder coordination at local and national levels
- Understanding of government procurement practices
- Strong communication skills, particularly in timely email correspondence, drafting and reporting
- Excellent organizational and interpersonal skills
- Previous experience with international projects
- Proficiency in MS Office applications, especially Word and Excel

- Excellent command of both Dhivehi and English (writing, speaking, reading)
- Ability to work independently with minimal supervision
- Punctuality and ability to follow directionExcellent language skills in Dhivehi and English (writing, speaking and reading).

#### **E. COLLABORATION, GUIDANCE AND SUPERVISION**

The Project Assistant 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 Assistant will work under the guidance and supervision of the Project Manager. The Project Assistant will be based at the Project Management Unit at the Ministry.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

The duration of the assignment is 7-8 months from the commencement of the work.

#### **G. REMUNERATIONS**

Monthly remuneration from the project will be between MVR 23,200 – 26,700 based on the qualification and experience

#### **H. SELECTION CRITERIA**

The Project Assistant will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section C will be selected for the interview.

<b>Criteria</b>	<b>Weightage (%)</b>	<b>Documents Evaluated</b>
Achieved minimum academic qualification	30	<i>Copies of Accredited Certificate</i>
Achieved minimum work experience	20	<i>Letters of experience</i>

Demonstrable financial management experience in at least one project/programme	10	<i>Letters of experience</i>
Interview	40	<i>In-person Interview</i>

## **I. APPLICATION**

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

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

## **J. SUBMISSION**

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Department  
 jobs@environment.gov.mv  
 Ministry of Tourism and Environment.  
 5<sup>th</sup> Floor, Velaanaage.  
 Male', 20392, Republic of Maldives