



Ministry of Tourism and Environment
Republic of Maldives

Date: 25 June 2025

Reference number: (IUL)88-ADHR/88/2025/316

Terms of Reference

Project: Enhancing National Development through Environmentally Resilient Islands “ENDhERI”

Position: Administrative Support Staff (for Project Implementation Office at Laamu Atoll)

Type of Contract: Individual

Thematic Area: Biodiversity

1. Project Background

The Government of the Republic of Maldives through the Ministry of Tourism and Environment is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through

sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project is structured in four components:

Component 1 will increase the sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (Outcome 2.1).

Component 3 will aim to achieve increased institutional capacity, clarified mandates and integration of NC accounting in marine biodiversity conservation policy and programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthened inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

Component 4 will support the implementation of Components 1-3 ensuring that information and lessons learned are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

2. Responsibilities and detailed tasks:

Under the guidance of Laamu Project Coordinator, assist the Laamu Coordinator in carrying out the activities of project Component 1 (*Green Growth development for Laamu Atoll in the fisheries and agriculture, tourism and construction sectors*) and output 1.1.1 (*Capacity development, participatory planning and implementation support for Green Growth Strategy, MMA/BR and Sustainable Development Plans for Laamu Atoll*) and Output 2.1.1 (*Increased knowledge resources and public support for Green Growth and biodiversity conservation in Laamu Atoll*)

- Assist Laamu project coordinator in preparation of progress plans and reports
- Assist the Laamu project coordinator in day-to-day management and oversight of project activities
- Ensure all project documentation regarding the project activities based in Laamu are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Assist Laamu Project Coordinator in carrying out his/her duties and support project team in all issues related to project administration
- Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes, etc
- Organize logistics and manage administrative matters under the guidance of Laamu project coordinator for project related assignments upon request
- Perform other project related duties as requested by the Laamu project coordinator
- Support Laamu project coordinator in organizing project meetings and maintain minutes of meeting

3. Qualifications required:

Minimum qualification

- Must have a Secondary level certificate with at least grade 'D' in 2 subjects, and Secondary School Certificate or Higher Secondary School Certificate with grade 'C' in the subject Dhivehi Language, with 2 years of work experience in related field; **OR** Must have a Higher Secondary level certificate with at least grade 'E' in 2 subjects, and Secondary School Certificate or Higher Secondary School Certificate with grade 'C' in the subject Dhivehi Language; **OR** Achieved level 4 certificate or Advanced certificate (GS 4 Rank); **OR**
- Achieved Level 5 diploma or level 6 advanced diploma/associate degree in an area related to Administration and management (MS 1 Rank); **OR**
- Achieved Level 5 diploma or level 6 advanced diploma/associate degree in an area related to Administration and management with 2 years of work experience in area related to administration and management **OR** a Level 7 or 8 bachelor's degree or bachelor's honors degree in an area related to administration and management (MS 2 Rank)

Other qualifications

- Very good inter-personal skills, including facilitation of meetings, and experience with networking
- Strong communication skills including web-site management, social media, presentations to conferences and the media
- Computer literacy in office standard applications.
- Previous experience with UN or international projects will be a definite asset;
- Excellent language skills in Dhivehi and English (writing, speaking and reading)
- Ability to work with high degree of responsibility, in a flexible manner and often under pressure

4. Collaboration, Guidance and Supervision

- The Administrative support staff 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 Administrative support will work under the guidance and supervision of the Laamu project coordinator

5. Duration of the Assignment

- The Administrative support will be employed until 30th September 2025, to be extended based on additional extension requirement from the Ministry.

6. Remuneration

- The basic monthly salary will be between the rate of MVR 5020.00 and MVR 6,295.00 (based on qualification and experience)
- Exclusive allowance 35% of basic salary
- Service allowance: Between the range of MVR 1500.00 to MVR 2000.00 (based on qualification)
- Co-allowance of MVR 700 - MVR 900 (based on qualification)
- OT allowance as in Civil Service

7. Selection Criteria

Only the candidates who meet the minimum qualification and work experience requirements listed in 3 will be shortlisted for the interview. Administrative Support Staff for the project office at Laamu atoll, will be selected based on the following criteria:

| Criteria | Weightage (%) | Documents Evaluated |
|-------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------|
| Achieved minimum qualification, experience required (20 for GS4 Rank, 25 for MS1 Rank and 30 for MS2 Rank) | 40 | Copies of Academic Certificates and Letters of experience submitted |
| Experience in administrative work at local and national level in at least one project/programme | 10 | Letters of experience submitted |
| Experience in working with ministries or national institutions that are concerned in a related field (2 points for each year) | 10 | Letters of experience submitted |
| Interview | 40 | |

8. Application

Applications will be evaluated based on the supporting documents provided, not based on information provided on the CV. The applicants shall submit their applications along with the following documents:

- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Accredited copies of Academic Certificates (Documents accepted are copy of accredited certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- Employment Verification Letter from previous employer(s)
- Candidates currently working in the Civil Service should provide a letter of no objection from their current employer to release from the job.

9. Submission

Interested candidates may email their proposal on or before 1200hrs of 08 July 2025 to the following address.

Human Resource Department

Email: jobs@mote.gov.mv

Ministry of Tourism and Environment

Male', Republic of Maldives