



Ministry of Tourism and Environment
Male', Republic of Maldives

TERMS OF REFERENCE

Project Assistant - Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals

Date: 29 June 2025

Announcement No.: (IUL)88-ADHR/88/2025/328

Project: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals

Position: Project Assistant

Type of contract: Individual

1. PROJECT BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country's territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country's population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3- 9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further,



given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Tourism and Environment (MOTE) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;

Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.

Third priority: Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totaling 153.4 g- TEQ/year;

Fourth priority: Raising awareness through the development of education curricula and targeted awareness campaigns; establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers, the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants through the Sound Management of Chemicals”. The project is implemented by UNDP as GEF’s Implementing



Agency and MOTE as national executing agency. The project is expected to support implementation of the developmental targets and priorities of the Government, set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

The project is seeking a project assistant support the Project Manager in the day-to-day coordination of activities. The Project Assistant will be responsible for organizing workshops and meetings, managing project documentation, preparing financial reports, supporting procurement work and travel logistics, and ensuring that activities are aligned with the project's work plan.

2. SCOPE OF SERVICES

The tasks to be undertaken by the communication expert are to be undertaken in close collaboration with the PMU, Ministry of Tourism and Environment and relevant stakeholders as necessary and include the following.

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- a) Assist the Project Manager in day-to-day management and oversight of project activities.
- b) Preparation of budget reports and handling of finances.
- c) Facilitate and organize travel and logistical arrangements for all project-related trips, workshops, meetings, training or events.
- d) Assist the Project Manager in preparing in and/or reviewing requests for Expression of Interests (EOI), Terms of References, Tender documents, and contract agreements for goods and services in accordance to the Work plan.
- e) Prepare and ensure that all project documentation (minutes of meetings, progress reports, consulting and other technical reports etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.
- f) Provide Project Management Unit-related administrative and logistical assistance.
- g) Any other work-related tasks assigned by the Project Manager.

3. REPORTING OBLIGATIONS

The communications specialist will report to the Project Manager. On a day-to-day basis, s/he will work in close coordination with the PMU team.



4. KEY QUALIFICATIONS AND EXPERIENCE

Education:

- a) Minimum bachelor's degree or an equivalent qualification in a subject related to project management, finance, administration, procurement or a relevant field.

Experience:

- a) Minimum three years of project work experience in administration/ finance/ procurement.
- b) Minimum three years of experience on a donor funded project.
- c) A sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage.

Competencies:

- a) Strong drafting and reporting skills.
- b) Strong communication skills.
- c) Strong computer skills, in particular mastery of all applications of the MS Office package.
- d) Excellent command of Dhivehi and English.
- e) Must be willing to work for extended periods without direct supervision.
- f) Must be punctual, highly organized and able to take direction.

6. DURATION OF WORK

The duration of this position is 12 months with the possibility for extension based on the need and performance of the candidate. The successful candidate must be available to commence the position in July 2025.

7. FACILITIES TO BE PROVIDED BY THE CLIENT

The Client shall make available to the Consultant, office space and other facilities such as computers at MOTE. Local transport, food and accommodation for the official trips will be covered by the project.

8. REMUNERATION

The successful candidate will be paid an all-inclusive remuneration of **MVR 22,400** per month.

9. EVALUATION

Evaluation of candidates will be performed according to the criteria and scoring detailed below:

- a) Relevant Academic Qualification - (30%)
- b) Relevant professional experience (level, number of years) - (35%)
- c) Experience of working in donor-aided projects - (5%)
- d) Interview - (30%)