



Ministry of Tourism and Environment

Male', Republic of Maldives



Date: 25 September 2025

Announcement Reference No: (IUL)88-ADHR/88/2025/495

Terms of Reference
Individual Contract – Project Coordinator

- A. Project:** Institutional strengthening and capacity building for the sound management of chemicals and wastes in the Maldives
- B. Position:** Project Coordinator
- C. Location:** Based at the Ministry of Tourism and Environment with travel to project islands across the country as required
- D. Thematic Area:** Chemicals Management
- E. Type of Contract:** Individual Contract
- F. Type of Consultancy:** National
- G. Estimated Starting Date:** October 2025
- H. Duration of Contract:** Until 30 December 2027
- I. Remuneration:** 20,160 MVR per month

National Consultants that meet the minimum requirement set in this notice are strongly encouraged to apply.

J. Project background:

The Government of the Republic of Maldives, through the Ministry of Tourism and Environment, is implementing the 'Institutional Strengthening and Capacity Building for the Sound Management of Chemicals' project. This initiative, funded by the UNEP Special Programme, aims to enhance the management of hazardous chemicals in the Maldives by strengthening the institutional capacity of the Chemicals Management Unit within the Environment Management and Conservation Department, as well as other relevant stakeholders. The project focuses on improving national capabilities for monitoring and controlling chemical management, raising awareness, and enhancing coordination among stakeholders for continuous dialogue on chemicals management. These efforts aim to facilitate the enforcement of existing laws, regulations, policies, guidelines, and standards to promote the sound management of chemicals at national, local, and private levels.

The Special Programme forms part of UNEP's sub-programme on chemicals and wastes, which supports countries in enhancing their institutional capacities to implement the Basel, Rotterdam, and



Stockholm Conventions, the Minamata Convention, and the Global Framework on Chemicals. The Maldives has secured funding from the Special Programme Trust Fund to bolster its national efforts in the sound management of chemicals.

K. Objective of the assignment:

The Project Coordinator (PC), will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PC will report to the Deputy Director General at the Environmental Management and Conservation Department.

L. Remuneration

- 20,160 MVR per month

M. Scope of Work and Responsibilities:

Duties and Responsibilities

- Implement the Institutional Strengthening Project
- Regularly meet reporting, monitoring, and evaluation obligations of the project
- Maintain all financial documentation and keep track of all budgets associated with the project
- Maintain the datasets related to project activities
- Develop project agreements, work plans, ToRs and contractual aspects of project with partners and consultants
- Review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Hiring and managing personnel and assisting consultants hired for the execution of project activities
- Coordinate all aspects relating to the management of the various contracts to be established
- The organization of meetings, workshops and/or seminars
- The elaboration of the terms of reference of the workshops and meetings
- Budget programming and record keeping
- Planning and organisation of field visits
- Scheduling, coordinating, and setting the meeting agendas
- Producing documentation and meeting minutes to distribute to members and coordinating flow of information between stakeholders
- Completing inputs from national stakeholders and developing final products in line with the proposed measures/ outputs
- Organise at least one meeting per month with the project supervisor to check the progress of the project with special focus on monitoring data regarding the core indicators set
- If required, provide technical expertise for the development and implementation of the Project activities
- Assisting the Chemicals Management unit with additional work anticipated with the mandate changes that are to come with the endorsement of the Chemicals Management bill



- Carry out any other duties and provide support for activities carried out by the chemicals management unit and department, including but not limited to, assisting in the ongoing monitoring and research of chemicals and in supporting the unit to undertake the national obligations of the chemical conventions.
- Ensure administrative tasks are completed on a regular basis.
- Assist in the development of an exit strategy required by the Special Programme consisting in an institutional arrangement to ensure that the project results and structures will be maintained over time

N. Minimum Requirements:

Education:

- Bachelor's degree in a subject related to environmental management/science, project management, administration or a relevant field

Experience:

- 3 years of experience in environment /administration/ procurement/management

O. Competencies:

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise the contractors in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the local political and socio-economic context
- Excellent command of English and local languages
- Must be willing to work for extended periods without direct supervision.
- experience working with ministries, national or provincial institutions that are concerned with environmental management, preferably in the areas of chemicals will be an added advantage
- experience in donor funded projects/programme management units will be an added advantage
- Work experience in managing environmental donor-funded projects will be an added advantage
- Familiarity with the Government's chemicals and waste management projects



Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Minimum requirement Bachelor's degree in a subject related to environmental management/science, project management, administration or a relevant field	30
Minimum requirement 3 years of experience in environment/administration/ procurement/ management	20
Relevant experience	20
Interview	30