

TERMS OF REFERENCE

Communication Coordinator – Implementing Sustainable Low and Non-Chemical Development in SIDS (ISLANDS) Project

Date: 13 November 2025

Announcement No.: (IUL)88-ADHR/88/2025/608

Project: Implementing Sustainable Low and Non-Chemical Development in SIDS
(ISLANDS)

Position: Communication Coordinator

Type of contract: Individual

1. Project Background

This project in Maldives is part of the “Indian Ocean Child Project” that will be implemented by UNDP in four Small Island Developing States (SIDS): Union of Comoros, Maldives, Mauritius and Seychelles. The objective of the Indian Ocean Regional Project is for each participating SIDS to prevent the future build-up of materials and chemicals entering SIDS that contain POPs and mercury and other harmful chemicals; to safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS; and to ensure the safe management of products continuing to enter SIDS by closing materials and product loops. The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

The Maldives component will focus on strengthening institutional mechanisms and capacity to manage hazardous wastes. This will include conducting a comprehensive supply chain analysis of imported pesticides and a nation-wide hazardous waste inventory; Developing guidelines for the sound management and disposal of priority hazardous waste streams; Conducting a feasibility study for the establishment of a centralized interim hazardous waste storage and export facility; Ensuring the sound management of hazardous wastes by establishing regional private sector capacity and developing partnerships between national and regional recyclers and transport companies; Establishing partnerships between hotel chains in the Maldives, Mauritius and Seychelles to support the adoption of a green label certification process; Developing feasible economic instruments to support the sound management of (hazardous) wastes; and, Creating awareness on the sound management of chemicals and wastes and introduction of safer and environmentally friendlier alternatives and practices. Furthermore, the project will enhance national capacity to prevent, monitor, manage and export/treat hazardous wastes and priority waste streams.



The Indian Ocean Child Project is one of five (5) child projects that is part of a GEF funded UN Environment led global programme entitled “Implementing Sustainable Low And Non-Chemical Development in SIDS” (“the GEF ISLANDS Programme”), which will be implemented in 30 SIDS across 3 regions (Caribbean, Indian Ocean and Pacific). The GEF ISLANDS Programme also contains a global coordination, knowledge management and communication child project, which will share knowledge and experiences across all regions to address challenges posed by chemicals and wastes common to all SIDS and to stimulate inter-regional cooperation on these issues.

For this purpose, the project is seeking a qualified communications coordinator to provide implementation support for communication activities of the project and to assist advocacy and knowledge management of the project.

2. Duties and Responsibilities

The tasks to be undertaken by the communication coordinator 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 of the International Communications Expert and PMU, develop and implement a communications action plan that will support the various aspects of the project
- Implement activities outlined in the communication action plan
- Develop content relevant to the project for the Ministry website and social media
- Maintain a communication monitoring system
- Conduct Periodic feedback surveys to monitor the effectiveness of the awareness initiatives undertaken by the project and to understand awareness level of the public towards hazardous chemicals and wastes.
- Support the National Waste Platform to ensure coordination between all waste projects/initiatives/stakeholders.
- Support and facilitate the organization of awareness workshops, forums, webinars, and meetings.

3. REPORTING OBLIGATIONS

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

4. KEY QUALIFICATIONS AND EXPERIENCE

- Academic degree in environment science, environment management, Waste Management, Chemical Management, social science, Public health or related field
- Minimum 3 years of relevant work experience in project management, public relations, communications and/or advocacy or a related field.
- Previous experience in development assistance or related work for an international agency or donor organization is desirable.



- Knowledge and understanding of technical aspects related to pollution control/waste management is preferred.
- Strong communication skills in presenting, discussing and resolving difficult issues
- Excellent time management skills and ability to manage multiple priorities, deadlines, and tasks efficiently.

5. DURATION OF WORK

The duration of the consultancy is **12 months** with a possibility for extension based on the need and performance of the candidate.

6. PAYMENT

Successful candidate will be paid an all-inclusive remuneration of **MVR 20,160 /- per month**.

7. EVALUATION

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

- Education (degree) - (20%)
- Relevant professional experience (level, number of years) - (30%)
- Technical/special skills - (15%)
- Experience of working in donor funded projects - (5%)
- Interview - (30%)