

**Ministry of Tourism and Environment**  
Male', Republic of Maldives

Date: 9<sup>th</sup> December 2025

Announcement Reference No: (IUL)88-ADHR/88/2025/661

## **Terms of Reference**

**Project:** Enhancing Climate Resilience and Food Security

**Position:** Programme Analyst

**Type of Contract:** Individual

**Thematic Area:** Climate Adaptation

### **1. Project Background**

The Maldives is highly susceptible to climate change impacts, including sea-level rise, extreme weather events, and disruptions to food security. To address these challenges, the **Enhancing Climate Resilience and Food Security Project** aims to strengthen the country's adaptation capacity by focusing on the interlinkages between human settlements and agri-food systems. Key components of the project include:

1. **Development of Climate and Early Warning Systems:** Enhancing the Maldives Meteorological Service's (MMS) capacity through the installation of weather surveillance radar systems and the establishment of a national climate database management system.
2. **Flood Reduction and Coastal Protection Investments in Kulhudhuffushi:** Implementing infrastructure improvements to mitigate flood risks in the island of Kulhudhuffushi.
3. **Promotion of Urban Farming:** Establishing urban farming training facility in Hanimaadhoo and supporting its training and advisory functions for farmers and agribusiness companies to disseminate sustainable and climate smart farming practices, support agribusiness development, and increase local food supply.
4. **Matching Grants for Agribusiness Development:** Providing financial support to promote urban farming and the development of adaptation businesses and services.
5. **Capacity Building and Institutional Strengthening:** Enhancing the capabilities of government agencies, civil society organizations, and local communities in climate resilience and food security practices.

### **2. Key Responsibilities:**

1. Provide substantive support to the Project Manager for the overall implementation and day-to-day management and oversight of project activities and outputs.
2. Provide overall administrative and logistical support to the Project Management Unit (PMU).



3. Organize Project Steering Committee (PSC) meetings in coordination with the Project Manager.
4. Prepare information, reports and documentation requested by the Project Manager for review and/or presentation to the PSC.
5. Provide logistical support to the PMU and consultants in organising meetings, workshops, consultations and other events.
6. Provide logistical support to the PMU and consultants for travel, including though organizing travel schedules, arranging meetings with stakeholders and making travel and accommodation arrangements.
7. Support with coordinating logistics and preparations for Asian Development Bank missions.
8. Assist in the preparation of documents, including reports, Terms of References and contracts.
9. Provide administrative support for document review, evaluation committees and other meetings as required.
10. Maintain communication records with contractors, suppliers, project staff, and government authorities to support project execution.
11. Support in maintaining all files and records of the project in both electronic and hard copies as needed.
12. Prepare and maintain records and minutes of meetings.
13. Prepare and update inventories of expendable and non-expendable project equipment.
14. Assist the Project Manager to monitor activities undertaken by consultants.
15. Assist the Project Manager on need basis for technical assistance.
16. Provide support to the audit of the project.
17. Other relevant tasks assigned by the Project Manager.

### 3. Qualifications and Experience:

#### *Minimum Qualifications*

- a. A bachelor's degree in environmental management, environmental sciences, administration, project management business management or a related field relevant to the project area.
- b. Minimum 3 years of experience in the public sector in climate change, environmental management, project administration, business management or related area.
- c. Good written and verbal communication skills in Dhivehi and English.

#### *Other Evaluated Qualifications/Skills*

- a. Strong administrative and coordination skills to support implementation of the project
- b. Strong communication skills, particularly in timely email correspondence, drafting and reporting
- c. Experience in supporting project activities involving community and government stakeholders
- d. Excellent organizational and interpersonal skills
- e. Ability to work independently with minimal supervision
- f. Punctuality and ability to follow directions
- g. Familiarity with Graphics Designing and video editing will be an added advantage

### 4. Duration of the Assignment

The Programme Analyst will be hired for a period of 1 year with the possibility of extension based on performance appraisal.



## 5. Remuneration

Successful candidate will receive a remuneration between MVR19,500 and MVR 22,400 based on the qualification and experience.

## 6. Selection Criteria

The Programme Analyst will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section 3 will be selected for the interview.

Criteria	Weightage (%)	Documents Evaluated
Achieved minimum academic qualification	30	<i>Copies of MQA Accredited Certificate</i>
Achieved demonstrable minimum work experience	40	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>

## 7. Application

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

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of MQA Accredited certificates
- Letters of work experience
- Copy of National ID card
- Any other document that may support the application
- Applicants working in Civil Service must provide a no-objection letter from their current employer
- Applicants currently working in a project must provide a No-Objection letter from their Project Director

## 8. Submission

Interested candidates may email their proposals on or before **1200hrs of 16<sup>th</sup> December 2025** to the following address.

Human Resource Division

[jobs@mote.gov.mv](mailto:jobs@mote.gov.mv)

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Male', 20096, Republic of Maldives.