

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Tourism and Environment

Male', Republic of Maldives



Date: 23 March 2026

Announcement Reference No: (IUL)88-ADHR/88/2026/75

Terms of Reference **Chemicals Management Officer**

- A. Project:** Institutional Strengthening for National Ozone Unit
- B. Position:** Chemicals Management Officer
- C. Location:** Based at the Ministry of Tourism and Environment with travel to project islands across the country as required
- D. Thematic Area:** National Ozone Unit/Chemicals Management Unit
- E. Type of Contract:** Individual Contract (National)
- F. Estimated Starting Date:** April 2026
- G. Duration of Contract:** 31 December 2027 (with potential extension)
- H. Remuneration:** 22,770 MVR per month

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

I. Project background:

The Government of the Republic of Maldives, through the Ministry of Tourism and Environment, is implementing the Institutional Strengthening Project funded by the Multilateral Fund for the Implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer.

The project contributes to strengthening the Chemicals Management Unit within the Environmental Management and Conservation Department and the overall objective is to enhance national capacity for the sound management of hazardous chemicals in the Maldives.

These efforts also aim to strengthen government institutional capacity to implement the Basel, Rotterdam, and Stockholm Conventions, the Minamata Convention, and the Global Framework on Chemicals.

Within this broader chemical management framework, the National Ozone Unit (NOU) operates as a specialized component supporting the country's compliance with the Montreal Protocol. The NOU implements a range of donor-funded activities such as training local technicians, retrofitting vessels and establishments, conducting market analyses, and developing stringent standards for the refrigeration and air-conditioning sector to ensure the Maldives meets its obligations under the Protocol.



The NOU also collaborates closely with programs addressing other chemicals covered under the Basel, Rotterdam, and Stockholm Conventions, as well as the United Nations Framework Convention on Climate Change. With the introduction of new alternatives to controlled substances, the NOU places emphasis on deeper analysis of chemical management and identifying sustainable substitutes for HCFCs and HFCs, aligning with the Ministry's broader chemicals management goals.

J. Objective of the assignment:

The purpose of this assignment is to support the implementation of activities under the Chemicals Management Unit of the Ministry of Tourism and Environment. Under this framework, the consultant will also support the work of the National Ozone Unit (NOU) in meeting obligations under the Montreal Protocol.

- Strengthen institutional capacity of the Chemicals Management Unit for effective implementation
- To ensure the Maldives maintains full compliance with its obligations under the Montreal Protocol.
- To strengthen institutional capacity of the NOU for effective policy-making, monitoring, and enforcement.
- To build technical skills and capacity in the RAC servicing sector.
- To establish robust mechanisms for data collection, reporting, and market monitoring.
- To support the safe adoption of low-global-warming-potential (GWP) alternatives.
- To promote synergies with other chemicals-related conventions and climate agreements

K. Remuneration

- 22,770 MVR per month

L. Scope of Work and Responsibilities:

1. Policy, Technical and Research Support

- Conduct research on emerging refrigerant technologies and new chemical alternatives, assessing their environmental, economic, and safety implications.
- Provide recommendations for sustainable alternatives suitable to the Maldives context.
- Drafting and revising national policies, technical standards, and enforcement frameworks related to the RAC sector and overall chemicals management.
- Strengthen enforcement frameworks for licensing, import controls, and HFC phase down plan
- Conduct regular market surveys to monitor consumption and import trends of HFCs and alternatives.
- Maintain databases and compile analytical reports for submission to national and international agencies.
- Implement and support demonstration projects for retrofitting vessels and establishments, and provide technical guidance on the safe adoption of alternative refrigerants.



2. Synergies with Chemicals and Climate Agreements

- Facilitate coordination with the Basel, Rotterdam, Stockholm, and Minamata Conventions on chemicals management.
- Align activities with the UNFCCC and other climate-related initiatives, particularly those involving refrigerants and energy efficiency.
- Support the Chemicals Management Unit and Air Quality Management Unit in implementing ongoing projects and fulfilling national obligations under chemicals conventions and related coalitions.

3. Capacity Building and Awareness

- Organize training workshops for RAC technicians, customs officers, and enforcement agencies.
- Develop training manuals, codes of practice, and awareness materials for relevant stakeholders.
- Support continuous professional development activities related to chemicals and refrigerant management.

4. Administrative and Coordination Functions

- Ensure administrative tasks are completed on schedule and in accordance with activity requirements.
- Regularly meet reporting, monitoring, and evaluation obligations of the project.
- Maintain financial documentation and monitor unit and project budgets.
- Manage and update datasets related to project and unit activities.
- Prepare agreements, work plans, Terms of Reference (ToRs), and other contractual documents for activities under the Unit.
- Review incoming correspondence, collect and prepare background information for response, and draft official communications.
- Organize and coordinate meetings, workshops, seminars, and field visits
- Record and distribute meeting documentation, minutes, and follow-up actions.
- Ensure effective information flow and communication between internal and external stakeholders.

M. Minimum Requirements:

Education:

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

Experience:

- 3 years of experience in environmental management/science/chemistry or a relevant field

N. Competencies:

- Demonstrated ability to effectively coordinate the implementation of large multistakeholder projects.



- Ability to effectively manage technical teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to coordinate the 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.
- 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 chemical management, ozone protection policies, Montreal Protocol and other relevant chemicals conventions will be an added advantage
- 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

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification	30
Relevant experience	40
Interview	30

O. Applications:

Interested applicants may submit the expression of interest with the following documents, combined to one PDF:

- Cover Letter
- Curriculum Vitae (CV) of the applicant indicating the previous experiences on similar works performed in the past with referee details
- Attested copies of accredited academic certificates and transcript
- Copy of National Identification Card
- Reference letters for work experience



- Applicants working in Civil Service must provide a letter of No Objection from their current office
- Applicants working in projects must provide a letter of No Objection from their Project Director.