



Ministry of Tourism and Environment
Republic of Maldives

Date: 31 March 2026

Announcement Reference No: (IUL)88-ADHR/88/2026/89

Terms of Reference

Project: Conservation of AToll ecosystems through an Effectively managed NATional protected area Estate “CATENATE”

Position: Monitoring and Safeguards Officer

Type of Contract: Individual / Full-time

Thematic Area: Environment Conservation

1. Project Background

The Government of the Republic of Maldives through the Ministry of Tourism and Environment as the lead Executing Agency, is implementing ‘Conservation of Atoll Ecosystems through an effectively managed NATional protected area Estate (CATENATE)’ project financed by the Global Environment Facility (GEF) and assisted by the International Union for Conservation of Nature (IUCN) as the GEF Implementing Agency. The main objective of the project is ‘to safeguard nationally and globally significant coral reef biodiversity, and associated ecosystems through a resilient network of equitably and effectively managed protected and conserved areas in the Maldives’. The project focuses on the 15 protected areas (PAs) of Boduthiladhunmathi Atoll, with the demonstration site at Shaviyani Farukolhu Protected Area.

The project focuses on three outcomes:

Outcome 1 is aimed at improving PA network governance mechanism.

Outcome 2 is aimed at improving a PA system’s financial management.

Outcome 3 focuses on knowledge management and communications, essential for effective management of PAs.

2. Responsibilities and detailed tasks:

The Monitoring and Safeguards Officer will be responsible for:

- Developing and implementing a comprehensive Monitoring, Evaluation and Learning (MEL) system for the project

- Finalising project Environmental and Social Management Plan (ESMP) and Grievance Redress Mechanism (GRM)
- Ensuring the implementation of the Environmental and Social Management Plan,
- Tracking project progress against targets and indicators
- Supporting adaptive management through systematic data collection, analysis and reporting
- Ensuring compliance with GEF and IUCN environmental and social safeguards policies
- Implementing the Project's Gender Action Plan and mainstreaming gender considerations in all monitoring and safeguards activities

Monitoring and Evaluation:

- Develop and maintain a comprehensive monitoring and evaluation plan with SMART indicators (Specific, Measurable, Achievable, Relevant, Time-bound)
- Establish robust baseline data collection protocols and methodologies
- Define data collection frequency, responsibilities, quality standards, and reporting formats
- Ensure alignment of M&E framework with project objectives and donor requirements
- Design and implement an M&E mechanism that facilitates efficient data input, analysis, and verification into the Protected Areas Management System (PAMS)
- Develop and maintain data management tools, templates, and databases
- Establish quality assurance procedures for data validation and verification
- Create streamlined data flow and reporting protocols
- Ensure data security and confidentiality
- Design and deliver MEL (Monitoring, Evaluation, and Learning) implementation training for PA management offices
- Conduct annual reviews of the M&E plan and systems
- Update indicators, methodologies, and tools based on lessons learned and changing needs
- Analyze monitoring data to generate insights and inform project decision-making
- Lead adaptive management processes based on evidence and evaluation results
- Prepare MEL reports

Environmental and Social Management Plan Implementation:

- Ensure the project level ESMP has a coherent risk matrix for ease of implementation, developing mitigation measures for identified environmental and social risks
- Provide clear and proportionate roles and responsibilities through the PMU to facilitate the implementation of the ESMP
- Ensure the project Grievance Redress Mechanism is disclosed to project stakeholders at the earliest opportunity
- Screen sub-projects at all project sites and provide sub-project ESMPs where required
- Ensure full compliance with environmental and social safeguard policies and standards
- Ensure affective community consultation as part of ESMP implementation, coordinating with the Communications Officer for stakeholder engagement needs
- Supervise environmental and social management monitoring throughout project lifecycle
- Prepare comprehensive safeguards monitoring reports and maintain documentation as per needs to the donor (GEF) and implementing agency (IUCN)
- Coordinate with relevant authorities on environmental and social compliance matters

Gender Action Plan Implementation

- Lead implementation and monitoring of the Gender Action Plan
- Ensure gender mainstreaming is integrated across all project components and activities
- Oversee collection and analysis of gender-disaggregated data
- Promote and monitor women's participation and leadership in protected area management

- Identify and address gender-specific barriers, needs, and opportunities
- Develop gender-responsive project interventions and activities
- Ensure that gender safeguards risks in the GAP align with the finalized project ESMP.

Assist with CATENATE Project workplan implementation

- Provide assistance as part of the PMU Team in the implementation of the CATENATE Project Workplan

3. Qualifications required:

The Monitoring and Safeguards Officer is expected to meet the following minimum qualification and should provide a CV and supporting documents demonstrating the following requirements:

Minimum qualification:

Master's degree in Environmental Management, Development Studies, Monitoring and Evaluation, Natural Resource Management, or related field

AND

Minimum 5 years of experience in project coordination, technical management, monitoring and evaluation, or environment safeguards

Other evaluated Qualifications/Skills:

- Experience in M&E framework development.
- Proven experience conducting baseline studies, mid-term reviews, and/or impact evaluations using quantitative and qualitative methodologies
- Experience leading evidence-based adaptive management processes, including data analysis, interpretation, and translation of findings into actionable recommendations for project adjustments
- Experience working with international donor M&E requirements, particularly GEF, IUCN, World Bank, UNDP, or similar multilateral institutions. Understanding of results frameworks and reporting standards
- Experience implementing Environmental and Social Management Frameworks (ESMF) or Environmental and Social Management Plans (ESMP) for conservation or development projects
- Demonstrated experience conducting safeguards monitoring, preparing compliance reports, and liaising with regulatory authorities and oversight bodies
- Strong knowledge of IUCN guidelines, CBD frameworks, and international conservation standards
- Experience working with government institutions, local councils, and community organizations
- Ability to work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.

- Excellent stakeholder engagement and facilitation skills
- Strong analytical and report writing capabilities
- Very good inter-personal skills, including facilitation of meetings, and building connections with the communities.
- Proficiency in the use of computer software applications, all applications of the MS Office package
- Language skills in Dhivehi and English (writing, speaking and reading)

4. Collaboration, Guidance and Supervision

The Monitoring and Safeguards Officer will be contracted by the Ministry of Tourism and Environment and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Monitoring and Safeguards Officer will work under the guidance and supervision of the Project Manager.

5. Duration of the Assignment

The Monitoring and Safeguards Officer will be hired for a period of 1 year with the possibility of extension.

6. Remuneration

Remuneration will be at the rate MVR 28,800 per month.

Basic salary: MVR 14,400 (subject to 7% pension deduction)

Technical allowance: MVR 14,400

7. Selection Criteria

The Monitoring and Safeguards Officer 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	20	<i>Copies of Accredited Certificate</i>
Achieved minimum work experience	20	<i>Letters of experience</i>
Meeting task related experience as listed under “Other evaluated Qualifications/ Skills”	20	<i>Letters of experience</i>
Interview	40	<i>In-person Interview</i>

8. Application

The applicants shall submit their applications along with the following documents as a single PDF:

- Letter of Expression of Interest (EOI)

- Detailed Curriculum Vitae
- Copies of Attested, Accredited certificates and/or valid license
- Letters of work experience
- Copy of National ID card
- Applicants currently working in Civil Service must provide a letter of no-objection from their current office
- Applicants currently working in projects must provide a letter of no-objection from their project director
- Any other document that may support the application

9. Submission

Interested candidates may email their application on or before 1200hrs of 7 April 2026 to the following address.

Human Resource Division

jobs@mote.gov.mv

Ministry of Tourism and Environment

5th Floor, Velaanaage, 20096, Ameeru Ahmed Magu, Male', Maldives