



Ministry of Environment

Male', Republic of Maldives.

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Date: 25 April 2021

Recruitment of a Assistant Project Coordinator (APC) Preparation for Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change

Terms of Reference

1. BACKGROUND

Ministry of Environment (MoEn) in partnership with the UNEP-DTU is currently implementing a project titled, Preparation of Technology Needs Assessment (TNA) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

The current Global TNA project, deriving from window (i) of the Strategic Program on Technology Transfer, is designed to support countries to carry out improved Technology Needs Assessments within the framework of the UNFCCC.

The purpose of the TNA project is to assist participant developing country Parties identify and analyse priority technology needs, which can form the basis for a portfolio of environmentally sound technology (EST) projects and programmes to facilitate the transfer of, and access to, the ESTs and know-how in the implementation of Article 4.5 of the UNFCCC Convention. Hence TNAs are central to the work of Parties to the Convention on technology transfer and present an opportunity to track an evolving need for new equipment, techniques, practical knowledge and skills, which are necessary to mitigate GHG emissions and/or reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change. The main objectives of the project are:

To identify and prioritize through country-driven participatory processes, technologies that can contribute to mitigation and adaptation goals of the participant countries, while meeting their national sustainable development goals and priorities (TNA).

1. To identify barriers hindering the acquisition, deployment, and diffusion of prioritized technologies.



2. To develop Technology Action Plans (TAP) specifying activities and enabling frameworks to overcome the barriers and facilitate the transfer, adoption, and diffusion of selected technologies in the participant countries.
3. Further, the TNA process will develop Concept Notes for attracting funding to implement selected technologies in priority areas of national relevance.

In order to assist the overall implementation of the project, the MoEn is seeking a qualified individual as Assistant Project Coordinator (APC).

2. OBJECTIVES OF ASSIGNMENT

The primary responsibility of the APC is to ensure the day-to-day management, monitoring of progress of the project and provide the necessary logistical and administrative support to national experts and project stakeholders. The candidate should be highly motivated, enthusiastic, and able to work independently. He/she should have a strong management and policy background. The APC should have experience in similar climate change enabling activities. The ability to work with a variety of people from governments, agencies, non-governmental organizations, and research institutions is essential.

3. TASKS OF THE ASSISTANT PROJECT COORDINATOR

The scope of the assignment will include but will not be limited to the following:

- Play a leadership role in implementation of the TNA project.
- With the guidance from Project Coordinator, prepare a detailed work plan for the project
- Provide assistance to ensure timely implementation of project activities as scheduled in the work plan
- Control the expenditures and otherwise ensure adequate management of project resources
- Identify and subcontract national experts/consultants (in consultation with the Project Coordinator)
- Compile and/or prepare the documentation necessary for the procurement of services, goods and supplies under the project, as required
- Arrange duty travel and provide all the logistic support for the coming missions/visitors
- Liaise with the relevant ministries, research institutes, private sector and other institutions, in order to involve their staff in project activities and gather/disseminate information relevant to the project
- Coordinate with other relevant ongoing/new projects
- Provide assistance to Project Coordinator in compilation of the progress and prepares periodic progress reports of the project to both the Ministry and also to UNEP.
- Foster and establish links with related national projects/programmes, and work with all relevant institutions in order to facilitate communications and information exchange with regard to the assessments to be prepared under the TNA



- In collaboration with Project Coordinator/consultant, and thematic working groups, prepare for project stakeholder workshops and training sessions.
- Assist in compilation of the final TNA report in collaboration with the Ministry and technical coordinators.

4. KEY DELIVERABLES

The APC should provide the following deliverables:

- Assist the project coordinator in overall implementation of the TNA project in accordance with the PCA
- Prepare all administrative documents required to manage the consultancy under the project
- Assist in preparation of the administrative reporting to UNEP DTU Partnership in accordance to the PCA

5. QUALIFICATION CRITERIA

The PC should have knowledge, skills and previous experience as follows:

- Graduate in Project Management/Business Management or environment management or other related fields
- At least 3 to 4 years of relevant experience at the national or international level on programs related to climate change or environment or similar works.
- Demonstrated experience in complex stakeholder engagement and in climate change related activity
- Relevant experience in the field of climate change, including excellent knowledge of climate change issues in the Maldives
- Demonstrated ability to assist in conducting climate change or environment related programs or assignments
- Demonstrated ability to work in a team.
- Familiarity with processes under the UNFCCC
- Substantial experience in Government and in interdepartmental procedures
- Excellent inter-personal, communication and negotiating skills
- Previous work experience in the country on issues relevant to the project
- Ability and willingness to travel within and outside the Maldives
- Demonstrable skills in office computer use - word processing, spread sheets etc.
- Excellent verbal and written skills in Dhivehi and English

6. REPORTING

- The APC will report directly to the Project Coordinator or person designated by Ministry.
- The APC is expected to work closely with experts or consultants hired under the project.
- The APC is expected to report for work on weekdays other than public holidays and provide dedicated services to the client for minimum of 40 hours a week.
- The APC is required to report to work in official attire.

7. SCHEDULE FOR THE ASSIGNMENT



The APC will be hired, for a period of 12 month on fulltime basis, the contract will be extended based on the performance and project.

8. REMUNERATION

The selected candidate will be provided a monthly remuneration of MVR 20,160

9. SELECTION CRITERIA

A two-stage procedure is utilized in evaluating the applicants for the position of APC. The Technical Evaluation will be completed at the First Stage of the evaluation. The applicants which pass the minimum technical score of 60% of points in the technical evaluation will be considered in the Second Stage of the evaluation.

The APC will be selected based on the following criteria.

Criterion	Points
Stage I	
Academic qualifications	20
Experience in complex stakeholder engagement and in climate change or related activity	15
Familiarity with processes under the UNFCCC	10
Experience with donor funded project reporting,	05
Experience working in climate change or relevant sectors	10
Stage II	
Interview	40

10. APPLICATIONS

Interested consultants may submit the **expressions of interest** with the following.

- letter of expression of Interest (EOI)
- Curriculum Vitae (CV) of the consultant indicating the previous experiences on similar works performed in the past with reference letters;
- Copy of National Identification Card (or Passport)
- Attested copies of academic qualifications documents;

11. SUBMISSION

Interested consultants may submit their proposals on or before **1200 hrs 03 May 2021**, to the following address.

Ministry of Environment
Handhuvaree Higung, Maafannu
Male', 20392
Republic of Maldives