





## 2. OBJECTIVES OF ASSIGNMENT

The primary responsibility of the PC 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 PC should have experience in similar project like national communications and/or in other 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 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 TNC project.
- Prepare a detailed work plan for the project with collaboration with technical coordinators
- 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 Director)
- 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
- Define the scope and content of the TNC report and relevant sections in consultation with technical coordinators
- Liaise with the relevant ministries, research institutes, NGOs, 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
- Identify the follow up activities and mobilize other resources at the extent possible
- In collaboration, ensure that approaches used for compiling, archiving, updating, and managing the assessments under the TNC are consistent with the project document
- Ensure that the TNC process is in the line with guidance provided by the COP of the UNFCCC and contributes to the improvement of the UNFCCC reporting process
- Monitor progress and prepares periodic progress reports of the project to both Government of Maldives and also UNEP.
- Foster and establish links with related national and regional projects/programmes, and



work with all relevant institutions in order to facilitate communications and information exchange

- Supervise and provide guidance to thematic coordinators and national consultants
- In collaboration with Technical coordinators/consultant, and thematic working groups, prepare for project stakeholder workshop and training session.
- Screen information generated by the technical coordinators and national consultants
- In collaboration with Technical coordinators/consultant, and thematic working groups, prepare other information relevant to the objectives of the UNFCCC.
- Compile the final TNC report in collaboration with technical coordinators.

#### 4. KEY DELIVERABLES

The PC should provide the following deliverables:

- Coordinate and overall Manage the TNC Project in accordance to the PIP
- Liaise with all the consultants hired to ensure smother running of PIP
- Documentation/reports to monitor and report the progress to UNEP
- Documentation/reports for the final closure of the project
- Payment request form

#### 5. QUALIFICATION CRITERIA

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

- Graduate in project management or environment management or other related fields
- Relevant experience in the field of climate change, including excellent knowledge of climate change issues in the Maldives
- At least 2-3 years of relevant administrative or program experience at the national or international level
- Demonstrated ability to manage and supervise project activities
- Demonstrated ability to work in a team.
- Familiarity with, national communications, and with international negotiations and 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 English and Dhivehi

#### 6. CONTRACT DURATION

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The contract duration will be **10 months** from the commencement of the assignment.

## 7. Remuneration

The selected candidate will be provided a remuneration of **MVR 9037.11** in addition to his/her civil service salary.

## 8. REPORTING

The PC is expected to work closely with the Climate Change Department of the Ministry of Environment, Climate Change & Technology and will report directly to person designated to the task during the assignment. The PC is expected to work closely with UNEP experts.

## 9. SELECTION CRITERIA

The PC will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Academic qualifications	30 points
Experience in previous project management	10 points
Experience with Donor funded project reporting	10 points
Experience working in climate change or relevant sectors	10 points
Interview	40 points

## 10. APPLICATIONS

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

- Expression of Interest
- Curriculum Vitae (CV) of the consultant indicating the previous experiences on similar works performed in the past with referees;
- Copy of National Identification Card (or Passport)
- Academic Qualifications documents;

## 11. SUBMISSION


Interested consultants may submit their proposals on or before **1200 hrs 14<sup>th</sup> April 2022**, to the following address.

Ministry of Environment, Climate Change & Technology  
Handhuvaree Higung, Maafannu  
Male', 20392  
Republic of Maldives


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