



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives

TERMS OF REFERENCE

Announcement Reference no:	(IUL)438-DMADD/1/2023/21	Date	31 May 2023		
Project	Adaptation, Decentralization and Diversification Project (P177040)				
Position Name	Project Officer				
Vacancy	1	Type of Contract	Individual	Project Duration	4 Years 3 Months

A. BACKGROUND

The Digital Maldives for Adaptation, Decentralization and Diversification Project (P177040), aims to support the Maldives in its digital transformation and adaptation to climate change, through improving the enabling environment for Internet service provision and for the digital economy as a whole, establishing a shared data platform to support the implementation of climate change adaptation and strengthening digital identity verification and authentication for an improved service delivery experience both in-person and online. This project is funded by a grant from the World Bank and will be led by the Ministry of Environment, Climate Change and Technology (MoECCT). It is implemented by the PMU established by the MoECCT at the National Centre for Information Technology (NCIT) for the implementation of the National Digital Action Plan 2021-2023. Key implementation partners include the Communications Authority of Maldives (CAM) and the Department of National Registration (DNR).

B. PROJECT DESCRIPTION

The proposed Project aims to support the use of digital technologies to decentralize, diversify and to adapt to climate change. The project objective is to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around four components and the proposed activities are conceived following the country's



priorities and funding needs in the medium term: (a) Enabling environment for improved digital connectivity and competitiveness; (b) Digital identification for improved online and in-person service delivery; (c) Digital technologies and data platform for climate resilience; and (d) project management and implementation support.

The project will assist the government in laying the legal and regulatory foundations for the digital economy and the provision of digital services, fostering the growth of high-quality and reasonably priced Internet services, and fostering trust in digital transactions and service delivery. To do this, the project will fund technical assistance to strengthen legal and regulatory frameworks in such areas as data protection, cybersecurity and cybercrime, electronic transactions, identification, and provide support for their operationalization through enhancing institutional capacity and developing pertinent roadmaps, strategies, and other tools and guidance.

By supporting the establishment of the Government Digital Services (GDS) and empowering CAM, the project will further aid in the strengthening of public institutions and the development of capacity. It will also support the regulation and enforcement of government policy to ensure better and more reasonably priced Internet services for the public and private sectors.

Through a two-pronged approach that includes (a) the modernization of existing identity management software and hardware and the introduction of a new digitally enabled ID credential, issued by the Department of National Registration, and (b) the operationalization of a digital ID system to enable secure data sharing and efficient service delivery, the project will help improve trust and efficiency in both in-person and online transactions and service delivery.

The project will also help the scaling up and modernization of current digital assets to enhance service delivery as well as the utilization of new digital solutions to better utilize data for climate change adaptation and other purposes.

C. OBJECTIVES OF THE ASSIGNMENT



Assist in the operational management of the project, including the management of relevant records and day-to-day administrative tasks, and have close liaison with all the stakeholders in implementing the project.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Project Officer include, but is not limited to the following:

- 1) Provide necessary administrative support to the Project Manager and the PMU.
- 2) File and maintain comprehensive records physical and electronic of all incoming and outgoing documentation in relation to all projects.
- 3) Maintain PMU inventory supplies; order replacement supplies as and when required.
- 4) Maintain minutes of meetings and records of meetings.
- 5) More general responsibilities are to undertake any other functions as instructed by the PMU Manager.

E. SCOPE OF SERVICES

The work of the Project Officer will include the following tasks, among others:

- 1) Provide necessary administrative support to the Project Manager and PMU works.
- 2) Be the focal point to coordinate all the incoming and outgoing correspondence to/from the PMU respectively.
- 3) File and maintain comprehensive records physical and electronic of all incoming and outgoing documentation in relation to all projects.
- 4) Develop and maintain both electronic and hard copy filing system ensuring safekeeping of confidential material of the PMU.
- 5) Maintain updated comprehensive records of PMU staff
- 6) Maintain PMU inventory supplies; order replacement supplies as and when required.
- 7) Provide logistical and other support to the PMU team as and when required;



- 8) Ensure full compliance of administrative activities with the rules, regulations, and policies of the Government of Maldives.
- 9) Attend to project meetings and maintain minutes of meetings and records of meetings.
- 10) Arrange and take part in field visits to the project sites as and when necessary.
- 11) Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required
- 12) Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
- 13) Ensure that all project data, information, assets registry and appropriate records pertaining to the project are kept properly.
- 14) Keeping a record of invoices and settlement of invoices
- 15) Preparing of vouchers for payment
- 16) Coordinate and arrange meetings / workshops and seminars as required for PMU activities;
- 17) Any other duty assigned by the Project Manager

F. QUALIFICATION AND EXPERIENCE

- 1) Bachelor's degree in business administration, Accounting, finance or related field, with work experience of 7 years or more.
OR
- 2) Master's degree in business administration, Accounting, finance, or related field, with work experience of 3 years or more.

G. ADDED ADVANTAGE – ADDITIONAL SKILLS / EXPERTISE

- 1) Demonstrate experience with Microsoft's office productivity software.
- 2) One (1) year specific experience in donor assisted development projects.
- 3) Good management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.



H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 4 years 3 Months with the potential extension based on need and performance. The successful candidate is expected to commence the services in July 2023. Contract end date will be 2nd October 2027 unless otherwise extended.

I. REMUNERATION AND OTHER BENEFITS

- 1) Monthly remuneration from the project will be MVR 23,200 – MVR 26,700 per calendar month, calculated based on education and experience, as remuneration for the services provided.
- 2) Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
- 3) Participate in the “Maldives Retirement Pension Scheme”.
- 4) Ramadan Allowance.
- 5) Leave(s) in accordance with the rules and regulations of Maldives.

J. REPORTING OBLIGATIONS

- 1) This position is based at the PMU at the Ministry of Environment, Climate Change and Technology (Client)
- 2) The Project Officer should Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- 3) The Project Officer is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week if needed.
- 4) Adaptability to support cross-functional teams or project contributors operating in diverse time zones.
- 5) The Project Officer shall provide all the necessary reports and updates to the Project Manager whenever needed.
- 6) The Project Officer is required to report to work in official attire.



- 7) The Project Officer is prohibited from working for any other party or a paid job or taking any other assignment during the course of this contract without written approval from the Client.
- 8) The Project Officer shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

K. SERVICE AND FACILITIES

Office space and other facilities as computers will be provided as required.

L. SELECTION CRITERIA

The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification (Section F)	20
Work Experience (Section F)	30
Additional Skills/ Expertise (Section G)	10
Interview	40

M. APPLICATION

Letter of Expression of Interest

Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences).

Copy of National ID Card.

Copies of Accredited Academic Certificates

Certificates/ Letter of completion from the university.

Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities.



Candidates must submit additional documents to prove expertise/experience in areas highlighted in section F and section G.

N. SUBMISSION

Interested candidates may email their proposals on or before the deadline specified in this section. The time that the sender email is received to the email specified will be considered as the received time. Applications received after the deadline will not be accepted.

Deadline for submission: 1200hrs, Sunday, 11 June 2023

Applications should be sent to: Procurement.dmadd@environment.gov.mv

Emails to be addressed to:

Digital Maldives for Adaptation, Decentralization and Diversification
Project

Ministry of Environment, Climate Change and Technology

National Centre for Information Technology

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Male', 20064

Republic of Maldives