



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

## **Recruitment of a Project Finance and Administrative Assistant (PFAA) for “Biennial Transparency Report” project**

### **Terms of Reference**

**Reference number: (IUL)438-HRU/438/2023/419**

#### **1. PROJECT OBJECTIVE**

To support Maldives prepare and submit its First Biennial Transparency Report (BTR1) that comply with the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement reporting requirements while responding to national development goals.

At the national level, to allow for “built-in flexibility” if the country needs it in light of its capacities and national circumstances, priorities and needs, while bridging gaps identified.

#### **2. SCOPE OF WORK**

With the adoption of the Paris Agreement (PA), adopted at the 21st Conference of the Parties (COP) to the UNFCCC in December 2015, all countries agreed on an enhanced transparency framework (ETF) for action and support (Article 13), with built-in flexibility which takes into account Parties’ different capacities and builds upon collective experience. The Paris Agreement, sets out a global action plan that puts the world on track to avoid dangerous climate change holding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels. . It establishes that each individual Party should submit a Nationally Determined Contribution and revise it every five years in order to achieve the global goal of reducing greenhouse gas (GHG) emissions.

In the context of the ETF, countries are expected to track and report progress towards achieving their NDCs, and communicate adaptation actions, including good practices, priorities, needs and gaps, so as to inform the global stock take under Article 14 of the Agreement. Besides submitting their National Communications (NCs) every four years, signatory countries will be expected to submit Biennial Transparency Reports (BTRs) including a National Inventory Report every two years starting from December 2024, thus replacing the Biennial Update Reports (BURs).

Under this BTR project, Maldives will receive support to prepare its First BTR and submit them to the UNFCCC by December 2024, in compliance with UNFCCC and PA reporting requirements and in alignment to national development goals, with built-in flexibility provided



in light of its capacities. Moreover, the country will be supported to undertake a self-assessment and stocktaking exercise for the preparation of subsequent BTRs and NCs.

### 3. TASKS OF THE PROJECT FINANCE AND ADMINISTRATIVE ASSISTANT

Main project management duties

- Provide assistance in monitoring project budget implementation/expenditures
- General support to project coordination
- Coordinate and liaise regularly with project's focal points on project activities for the preparation of terms of reference and the recruitment of experts in support of project activities

### 4. EXPECTED OUTPUTS AND DELIVERABLES

- Quarterly financial reports
- Organization of project workshops supported
- Financial and administrative project tasks managed as per country and UNEP guidelines

### 5. COMPETENCIES

Knowledge and Skills:

- Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;
- Solid knowledge of generally acceptable, preferably both UN and Government, accounting practices, financial systems, budget and cash flow monitoring and accounting controls;
- Good understanding of Government institutional and policy set up at various tiers of provincial and federal government;
- Strong ethics, inter personal skills and a collaborative attitude.

Functional Competencies:

- Strong analytical skills and critical thinking skills,
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to feedback and take corrective actions
- Demonstrates excellent oral and written communication skills;
- Ability to work effectively in teams and assume leadership wherever necessary
- Ability to cope with high pressure and stress in an effective manner

**Professionalism:** Has knowledge of internal policies, processes and procedures generally and in particular those related to substantive and administrative aspects of the project and budgeting. Has demonstrated ability to apply good judgment in the context of assignments



given. Shows pride in work and in achievements; demonstrates professional competence in subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **6. RECRUITMENT QUALIFICATIONS**

**Education:** Minimum first degree (Bachelor's Degree) in accounting, finance or related field.

**Experience:** A minimum of three (3) years of work experience in financial management.

**Language Requirements:** For the post advertised, fluency in written and oral English is required. Fluency in Dhivehi is required as well.

## **7. REPORTING**

The Project Finance and Administrative Assistant will work under the overall guidance of the PTC, Project Management Unit and report to the head of the Climate Change Directorate under the Ministry of Environment, Climate Change and Technology.

## **8. CONTRACT DURATION**

The incumbent will start from the date of signing of the contract for twenty-four months.

## **9. REMUNERATION**

The selected candidate will be provided an all inclusive monthly remuneration of **MVR 22,400**



## 10. SELECTION CRITERIA

The Project Finance and Administrative Assistant will be selected based on the following criteria.

| Rating Criteria   |           |
|---|-----------|
| Criterion   | Rate      |
| Academic qualifications   | 40 points |
| Minimum of three years experience work experience in financial management | 20 points |
| Interview   | 40 points |

## 11. APPLICATIONS

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

- Cover Letter
- Curriculum Vitae (CV) of the applicant indicating the previous experiences on similar works performed in the past with referees details;
- Attested copies of academic qualifications;
- Copy of National Identification Card (or Passport)
- Reference letters of similar assignments completed

## 12. SUBMISSION

Interested applicants may submit their applications on or before **12:00 hrs 7<sup>th</sup> September 2023**, to the following address.

Ministry of Environment, Climate Change and Technology  
Handhuvaree Higon, Maafannu  
Male', 20392  
Republic of Maldives