



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

Date: 28 November 2023

Announcement Reference No: (IUL)438-HRU/438/2023/537

Terms of Reference
Individual Consultancy – Project Coordinator

- A. **Project:** Institutional strengthening and capacity building for the sound management of chemicals and wastes in the Maldives
- B. **Position:** Project Coordinator
- C. **Location:** Based at the Ministry of Climate Change, Environment and Energy with travel to project islands across the country as required
- D. **Thematic Area:** Chemicals Management
- E. **Type of Contract:** Individual Contract
- F. **Type of Consultancy:** National
- G. **Estimated Starting Date:** December 2023
- H. **Duration of Contract:** 3 years
- I. **Remuneration:** 20,160 MVR per month for three years

National Consultants that meet the minimum requirement set in this notice are strongly encouraged to apply.

J. Project background:

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy is implementing 'Institutional strengthening and capacity building for the sound management of chemicals' project financed by the UNEP Special Programme with the objective to improve the management of hazardous chemicals in the Maldives through strengthening the institutional capacity of the Chemicals Management Unit of the Environment Management and Conservation Department and relevant institutions/stakeholders. By the development and improvement of national institutional capacity to monitor and control chemicals management, and by raising awareness and strengthening coordination among stakeholders at the national level for a continuous dialogue on chemicals management, the project will facilitate enforcement of existing laws, regulations, policies, guidelines and standards to enhance the sound management of chemicals at the national, local, and private levels.

The Special Programme is part of the sub-programme 5 on chemicals and wastes in UNEP's Programme of Work to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM). The Government of the Republic of



Maldives has received funding from the Special Programme Trust Fund to strengthen the capacities for national implementation of chemicals.

K. Objective of the assignment:

The Project Coordinator (PC), will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PC will report to the Director at the Environment Department.

L. Remuneration

- 20,160 MVR per month for three years.

M. Scope of Work and Responsibilities:

Duties and Responsibilities

- Implement the Institutional Strengthening Project
- Regularly meet reporting, monitoring, and evaluation obligations of the project
- Maintain all financial documentation and keep track of all budgets associated with the project
- Maintain the datasets related to project activities
- Develop project agreements, work plans, ToRs and contractual aspects of project with partners and consultants
- Review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Hiring and managing personnel and assisting consultants hired for the execution of project activities
- Coordinate all aspects relating to the management of the various contracts to be established
- The organization of meetings, workshops and/or seminars
- The elaboration of the terms of reference of the workshops and meetings
- Budget programming and record keeping
- Planning and organisation of field visits
- Scheduling, coordinating, and setting the meeting agendas
- Producing documentation and meeting minutes to distribute to members and coordinating flow of information between stakeholders
- Completing inputs from national stakeholders and developing final products in line with the proposed measures/ outputs
- Organise at least one meeting per month with the project supervisor to check the progress of the project with special focus on monitoring data regarding the core indicators set
- If required, provide technical expertise for the development and implementation of the Project activities
- Assisting the Chemicals Management unit with additional work anticipated with the mandate changes that are to come with the endorsement of the Chemicals Management bill



- Carry out any other duties and provide support for activities carried out by the chemicals management unit and department
- Ensure administrative tasks are completed on a regular basis.
- Assist in the development of an exit strategy required by the Special Programme consisting in an institutional arrangement to ensure that the project results and structures will be maintained over time

N. Minimum Requirements:

Education:

- Bachelor's degree in a subject related to environmental management/science, project management, administration or a relevant field

Experience:

- 3 years of experience in environment /administration/ procurement/management

O. Competencies:

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise the contractors in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the local political and socio-economic context
- Excellent command of English and local languages
- Must be willing to work for extended periods without direct supervision.
- experience working with ministries, national or provincial institutions that are concerned with environmental management, preferably in the areas of chemicals will be an added advantage
- experience in donor funded projects/programme management units will be an added advantage
- Work experience in managing environmental donor-funded projects will be an added advantage
- Familiarity with the Government's chemicals and waste management projects



Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Minimum requirement Bachelor's degree in a subject related to environmental management/science, project management, administration or a relevant field	30
Minimum requirement 3 years of experience in environment /administration/ procurement/management	20
Relevant experience	20
Interview	30