



**Ministry of Environment and Energy**  
Republic of Maldives

**PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT  
PROJECT**

**Establishment of a Regional Solid Waste Management System in Zone One**

**(Haa Alifu, Haa Dhaalu & Shaviyani Atolls)**

**ASSISTANT PROJECT COORDINATOR (APC)**

**TERMS OF REFERENCE**

**A. INTRODUCTION**

The Government of the Maldives has received a loan funding from the OPEC Fund for International Development (OFID) towards the improvement of sanitation in selected islands in the Maldives. Hence, the Government has decided to utilize a part of this funding to improve waste management sector targeting Zone One that includes the atolls of *North Thiladhunmathi* (Haa Alifu), *South Thiladhunmathi* (Haa Dhaalu) and *North Miladhunmadulu* (Shaviyani). Consequently, an environmentally sound, economically viable and locally appropriate regional solid waste management system is expected to be established at the end of the project.

**B. PROJECT SUMMARY**

The proposed project is intended to establish an environmentally sound and economically feasible and locally appropriate solid waste management system in Zone One of the Maldives. With a population of 63,000 people, distributed over 41 inhabited islands within three administrative atolls and 4 operational tourist resorts, total waste generation in the region is estimated more than 20 thousand tons annually. In this regard the Government has recognized the urgent need of an improved waste management system in place. Therefore, this project has been formulated in a manner that provides most appropriate solution for small islands.

The project will be implemented at multiple levels as the construction of Island Waste Management Centres (IWMCs) that provides adequate storage and facilitate reducing the volume of waste to be subjected for final disposal through sorting, small scale recycling and composting. A Waste Management Facility (RWMF) will be built on an island selected through a comprehensive feasibility study undertaken for that purpose.

The project will undergo through a main five components as;

1. Undertaking a technical and financial feasibility, which majorly includes, but not limited to

- a. Technology assessment, a financial analysis and a social impact assessment for the regional system
  - b. Technical designs of the regional facility
  - c. Environmental Impact Assessment
  - d. Tender documentation and capacity building
2. Community mobilization and development of Island Waste Management Plans for all the inhabited islands along with an institutional mechanism for the regional system
  3. Construction and/or rehabilitation of the existing island waste management infrastructures
  4. Design and built of a waste transfer system to the regional facility
  5. Construction and operation of the RWMF

The project is being implemented by the Ministry of Environment and Energy. The ministry therefore seeks the service of project coordination for the ministry by hiring an **Assistant Project Coordinator (APC)** for the duration of the project. The main of the Assistant Project Coordinator (APC) function is to ensure timely implementation of solid waste management component of the project and report back to the Ministry in accordance with the reporting obligations.

### **C. OBJECTIVES OF ASSIGNMENT**

The objectives of the assignment are to assist in coordination and management of overall project of Solid Waste Management System in the Zone One (Haa Alifu, Haa Dhaalu and Shaviyani Atoll) with coordination of Waste Management and Pollution Control Department and Project Management Unit (PMU) of the Ministry of Environment and Energy. Therefore, the project includes both construction of Island Waste Management Centers and Regional Waste Management Centers in the upper north region.

The overall objectives of the assignment include, but are not limited to, the following:

- Assist the Project Coordinator (PC) in operational management and project management, technical coordination, liaison with other agencies and relevant parties, financial management, procurement monitoring and evaluation and project communications
- Assist the Project Coordinator (PC) in managing and coordination of the project in accordance to the project documents and as per the bank guidelines in association with the project team in the Waste Management and Pollution Control (WMPC) Department and PMU of the Ministry of Environment and Energy (MEE). Also, help in ensuring that all the implementation arrangements of the projects are carried out smoothly and on time.
- Assist in mobilizing island communications through project inputs in coordination with MEE/PMU and relevant agencies.

### **D. SCOPE OF SERVICES**

The overall responsibilities of the Assistant Project Coordinator (APC) include, but are not limited to the following:

1. Assist the Project Coordinator (PC) in operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs.
2. In collaboration with the Project Team and other related agencies, help in ensuring all implementation arrangements of activities of the project component are carried out smoothly and effectively.
3. Provide assistance to coordinate and collaborate with island/atoll officers within the project area to support island waste management implementation activities.
4. Support, coordinate and collaborate with the monitoring and evaluation officer to ensure the timely dissemination of project performance.
5. Assist to ensure information, reports and other documentation requested by the Project Coordinator (PC) and Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
6. Assist the Project Coordinator (PC) in providing overall coordination/supervision to the contractors and/or consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
7. Visit project sites periodically and report back on the status onsite activities to the management and reports on time; project risk identify and notify to concerned team members.

#### **E. DELIVERABLES**

The Assistant Project Coordinator (APC) is expected to deliver the above mentioned scope of services in order to carry out the project.

#### **F. REMUNERATION**

The Assistant Project Coordinator (APC) will be paid a monthly salary of **MVR 18,000** (Maldivian Rufiyaa Eighteen Thousand).

#### **G. QUALIFICATIONS**

To be eligible to the position of the Assistant Project Coordinator (APC) should have at least higher secondary education qualification preferably in commerce stream. Having a waste management background would be an added advantage. Persons having previous experience in project handling and monitoring would be an added advantage.

#### **H. REPORTING REQUIREMENT**

1. Report directly to the Project Coordinator (PC) and/or Project Director (PD) Water Supply, Sanitation and Solid Waste Management project on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.

2. The Assistant Project Coordinator (APC) should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
3. The Assistant Project Coordinator (APC) shall provide all the necessary reports and updates to the Project Coordinator (PC) and/or Project Director (PD) and respective donor agencies whenever needed.
4. The Assistant Project Coordinator (APC) is required to report to work in official attire.

## **I. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 24 months from the commencement of the works with potential extension for 1 year, based on performance and need. The successful candidate is expected to commence the services in December 2016/January 2017.

## **J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

1. Office space and other facilities such as computers will be provided to the Assistant Project Coordinator (APC) as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
3. Monthly salary as prescribed in the Contract.
4. Leave Entitlement

Unplanned Leave: The Successful Candidate may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

Planned Leave: The Successful Candidate may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Successful Candidate will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.