



Ministry of Environment and Energy  
Male', Republic of Maldives.

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މިއަހަރުގެ ފެބްރުއަރީ ខែ ၂၀၁၆ ခု ခုနှစ်၊ ဇူလိုင် ၂၀၁၆ ခု ခုနှစ်

NO: (IUL)438-HRU/438/2016/246

## COMMUNICATIONS OFFICER TERMS OF REFERENCE

### A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing "IWRM AIO SIDS project" financed by The Global Environment Facility (GEF) and intends to apply part of the proceeds for the selection of a **Communications Officer** to assist in the implementation of the project by Ministry of Environment and Energy.

### B. BACKGROUND

The Global Environment Facility (GEF) has funded a full sized project to support 6 participating Small Island Developing States (SIDS) of which 2 are located in the Atlantic Ocean (Cape Verde and Sao Tome & Principe) and 4 are located in the Indian Ocean (Comoros, Maldives, Mauritius and Seychelles). The IWRM AIO SIDS project addresses issues related to the management of water resources, both freshwater and coastal marine areas in an integrated manner. Recognizing the urgent need for comprehensive Integrated Water Resources Management (IWRM) and improved Water Use Efficiency (WUE), the project seeks to accelerate progress on IWRM and WUE plans and water supply and sanitation sustainable development goals for the protection and utilization of groundwater and surface water in the participating countries. The overall objective of the IWRM AIO SIDS project is to strengthen the commitment and capacity of the participating countries to implement an integrated approach to the management of freshwater resources, with a long-term goal of enhancement of the capacity of the countries to plan and manage their aquatic resources and ecosystems on a sustainable basis.

### C. OBJECTIVES OF ASSIGNMENT

The Communication Officer will play the lead role in institutionalization and robust adoption of internal and external communications strategies, media relationships, PR activities, the production of external and internal communication materials and writing for program purposes.



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The Communication Officer will also develop and deliver design solutions, print ready publications, factsheets, posters, audio visual materials including presentation templates as well as social media graphic.

The Communication Officer will also be required to prepare and submit reports as required, share success stories, maintain social media/ and or website, and develop standard communication tools.

#### **D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Communications Officer include, but are not limited to the following:

1. Develop and support delivery of training and capacity building programs as per the project work plan and department requirements.
2. Provide support to the implementation awareness activities through various forms such as media campaigns, training sessions, etc.
3. Deliver creative and innovative ideas for print, electronic, web-based and animated presentations.
4. Plan, develop and implement public relation (PR) strategies, writing and distributing press release to targeted media.
5. Design and layout work for reports and other communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards) for printing and electronic distribution;
6. Improve and edit existing material that has been made for the purposes of awareness and communication.
7. Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization);
8. Custom photo editing (restoration, noise reduction, tonal adjustment)
9. Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards)
10. Develop training materials, communication strategies to be utilized for advocacy and project promotion.
11. Provide support in the implementation of the National Awareness campaign.





## E. QUALIFICATIONS AND EXPERIENCE

1. Minimum Graduate qualification in Graphic Designing, Communication, Marketing or related to the assignment.
2. Minimum three (03) years of work experience in related field.
3. Excellent creative skills and advanced command over a full range of design software, including Adobe Photoshop, Illustrator, InDesign, etc.
4. Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, web design tools such as Dreamweaver and Flash, etc.
5. Good understanding of new and evolving technologies and digital platforms is an asset.
6. Familiarity in working with water management, sewerage and environmental is an asset.
7. Ability to work with a high degree of responsibility in a flexible manner and often under pressure is an asset.
8. The individual must be willing to work for extended periods and travel routinely to islands within the catchment.
9. Experience in drafting and preparing advocacy materials, press briefs in Dhivehi and English language.

In addition to the above, the Communications Officer's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

## F. REPORTING REQUIREMENT

1. Report directly to the Director General Water and Sanitation Department, Ministry of Environment and Energy, Republic of Maldives.
2. The Communications Officer 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 Communications Officer shall ensure that all the required reports for the projects are prepared on time in accordance with the requirements of clients and the funding agency.
4. The Communications Officer is required to report to work in official attire.

## G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **1 year** from the commencement of the works with potential extension based on performance and need.

## H. REMUNERATIONS

The selected candidate will be provided a monthly remuneration of 20,000/-.



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## I. SELECTION CRITERIA

The Communications Officer will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	30
Experience & samples of similar works	30
Interview	40

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

1. Office space and other facilities such as computers will be provided to the Communications Officer 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. Leave Entitlement

Unplanned Leave: The selected 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 selected candidate may take up to fifteen (15) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The selected candidate will not be paid for any leave(s) that are not approved and the Client may terminate the contract if the unpaid leave exceeds more than (10) working days.

## K. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)
- Copy or samples of the design, graphics work, if available;

## L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:



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Human Resource Unit

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives

25<sup>th</sup> September 2016



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