

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
ކަނޑުވާލެވިފައިވާ ގޮތުގައި

ސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި - ސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

ސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި: (IUL)438-HRU/438/2016/243

Terms of Reference for the Project Officer

1. BACKGROUND

Freshwater sources are scarce in the Maldives and provision of freshwater has become a major challenge in most of the islands. Climate Change is expected to have severe impacts on the limited freshwater sources further aggravating water availability facing the islands. Saltwater intrusion, flooding, changes in rainfall pattern are some of the key impacts which are expected to affect the availability of fresh water in the Maldives. Hence, adaptation to such impacts has been identified as one of the key aspects of National Adaptation Program of Action (NAPA). In response to the adaptation needs, the Ministry of Environment and Energy is implementing a number of projects through international donor assistance including a demonstration project; "Increasing climate resilience through an intergraded water resource management program in HA. Ihavandhoo, ADh. Mahibadhoo and GDh. Gadhdhoo islands" in collaboration with UNDP and with the assistance of the Adaptation Fund. The project is targeted to increase access to safe water and demonstrate climate-smart freshwater management schemes in the target islands and replicate practices across the country. In this regard, the Ministry of Environment and Energy is seeking a qualified consultant to provide technical and management support to the relevant officials who are engaged in implementing projects in the sector.

2. LOCATION OF THE PROJECT

Ministry of Environment and Energy, Water and Sanitation Department

3. IMPLEMENTING AGENCY

On behalf of the Government of Maldives, the Ministry of Environment and Energy (MEE) will act as the Implementing Agency for the project.

4. SCOPE OF THE SERVICES

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

- Assist in the implementation of all activities according to the agreed work plan and within budget under the guidance of the Project Director.



- b) Provide support to activities implemented to increase the awareness on Water and Sanitation Sector
- c) Assist in implementation of activities carried out by Water and Sanitation Department.
- d) Assist to carry out project activities efficiently and ensure the timely delivery of services
- e) Assist day to day management of the project including administrative responsibilities and ensure work is carried out in a timely manner
- f) Liaise with the stakeholders to ensure timely and coordinated implementation of Projects activities
- g) Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
- h) Provide regularly project updates to relevant authorities on progress of activities carried out by the department.
- i) Participate in document review and attend relevant committees/ meetings as required;
- j) Organize and assist in holding project coordination/ progress meetings regularly and preparing minutes of meeting.
- k) Assist in collection of information and data for the preparation of reports , annual work plan, annual project review reports, project progress reports in a timely manner

5. QUALIFICATIONS AND EXPERIENCE

- 1) To be eligible for the position the individual is expected to full fill the following minimum criteria.
 - a) Minimum Higher Secondary Education
 - b) Minimum five (05) years of work experience in Water and Sanitation Sector or Project Management in related field
- 2) Additional marks will be allocated for the following criteria.
 - a) More than Five (05) year experience in project implementation in related field
 - b) Knowledge and understanding of water and sanitation projects

6. REPORTING REQUIREMENT

1. Report directly to the Project Director (PD) or designated person throughout the duration of the contract unless otherwise advised by the Client.
2. 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.



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3. Prepare and submit required project reports on time, in accordance with the requirements of Client and respective donor agencies.
4. Report to work in official attire.

7. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **06** months from the commencement of the works with potential extension based on performance and need.

8. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided by the Client 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 Consultant 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 consultant 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 Consultant will not be paid for any leave(s) that exceed the maximum allowed and the Client may terminate the contract if it exceeds more than twenty (20) working days.

Successful individual will be paid an all-inclusive monthly fee in the range of MVR 12,500 to MVR 15,000 depending on their qualifications and experience.

Note: The following documents shall be submitted with the application for this position.

1. Letter of Expression of Interest (EOI)
2. 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.)
3. Copy of National Identification Card
4. Attested copies of Educational Certificates (copies taken from with accredited original certificates)

25.9.2016



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