



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

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މާލެ، ދިވެހިރާއްޖެ.

Reference No.: (IUL)438-HRU/438/2017/43

## Support vulnerable communities in Maldives to manage climate change-induced water shortages

### Request for Expressions of Interest Assistant Project Officer (APO)

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “Water Supply Systems” financed by Green Climate Fund (GCF) and intends to apply part of the proceeds for the services of a **full time Assistant Project Officer (APO)** for the administrative management of the project according to the Financing Agreements, Project Appraisal Documents, Project Document and Operations Manuals of the Projects administered by the Ministry of Environment and Energy (MEE) in collaboration with United Nations Development Project (UNDP).

The objective of this assignment is to assist the project team in day to day management of the project including administrative financial and procurement responsibilities.

To be eligible for the position the individual is expected to demonstrate the following:

1. Minimum Diploma in Management or related to the assignment.
2. Minimum two (02) years of work experience in project administration and one (01) year experience in donor funded projects will be an added advantage.
3. Knowledge and understanding of technical aspects of water and sanitation projects will be an advantage
4. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.
5. Should have ability to work independently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

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

Successful individual will be paid an all-inclusive monthly fee of MVR 18,000.

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The Ministry of Environment and Energy now invites interested eligible individual consultants to submit their application letter, CV, including information that demonstrates their qualification to perform the services (description of similar assignments and experience in similar conditions, familiarity with appropriate skills, reference, education certificates and national identity card/passport copy etc).

Interested individuals may obtain an outline Terms of Reference from [www.environment.gov.mv](http://www.environment.gov.mv) and acquire further information on request by writing to the Ministry's email address.

The expressions of interest must be submitted to the address below (regular mail, emails or fax) no later than 1200 hours on 26 March 2017.

Human Resource Unit  
Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Contact Number: 3018386

09 March 2017





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

**Support vulnerable communities in Maldives to manage climate change-induced water shortages**

**ASSISTANT PROJECT OFFICER**

**TERMS OF REFERENCE**

**A. PURPOSE**

The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

In response to this climate challenge, the joint Government of Maldives and UNDP 5-year USD 26 million project to “**Support vulnerable communities in Maldives to manage climate change-induced water shortages**” has the objective to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households;
- b. Introduction of decentralized and cost-effective dry season water supply systems;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The proposed adaptation solution is to scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures. A paradigm shift will be achieved by addressing the main barriers to implementing integrated water supply systems (cost recovery; management capacity; and institutional mandates, coordination and policy direction).

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between Ministry of Environment and Energy and UNDP from 2016 through to 2020.

The Government of Maldives through the Ministry of Environment and Energy (MEE) is seeking a full time **Assistant Project Officer** to support Project Management Unit (PMU) in overseeing the project implementation and management of this project.

## B. BACKGROUND

The unique geographic attributes of the Maldives make its water resource situation both complex and diverse. With widely ranging populations numbers on the islands, even basic water and sanitation service must be tailored to local resources and population needs. Management of the limited water resources is complicated due to the small catchment areas for rainfall, limited rainwater and groundwater storage capacity, long dry seasons, and the susceptibility of groundwater aquifers to pollution and salinity intrusion.

The outer islands of the Maldives already experience drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. A sea level rise and decreasing rainfall amounts will considerably compound current water stress in the country. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

As water security is closely bound to rainfall and sea level rise in Maldives, the adaptation scenario will demand: (i) the rainfall collection capacity to increase at least threefold; (ii) groundwater controlled extraction and replenishment to keep water table levels high in order to buffer away saltwater intrusion; and (iii) increased water production capacity through desalinization (Reversed Osmosis – RO technology), as to secure sufficient back up resource during the extended dry periods for household supply and timely distribution.

In response to this challenge, the proposed **project objective** is to deliver safe and secure freshwater to 105,000 people in the 49 target islands of Maldives in the face of climate change risks. This will be achieved by delivering the following **results**:

- a. Scaling up integrated water supply system to provide safe water to vulnerable households (at least 32,000 people, including 15,000 women);
- b. Decentralized and cost-effective dry season water supply system introduced benefiting 73,000 people across 7 Northern Atolls;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience on 49 islands;

The project will provide sufficient water to supply the potable water needs of island residents year round for a 35 year design period to 2050. Project finance will be used to establish an integrated water resources management system that integrates the three main sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system and which is able to maintain service levels against a context of rainfall variability and sea level rise and also includes measures for **groundwater quality recovery** to secure freshwater reserves in the long term.

Ultimately, the project will achieve an uninterrupted water supply on the islands that currently experience a 90 day chronic water shortage during dry season and depend on transported water from Malé, which is an extensive, overlong and costly operation. As a result of the project, **49 priority islands** will have **increased rainwater collection capacities**, out of which, **4 bigger islands** will additionally have water production systems of **water desalination** (Reverse Osmosis – RO water production plants), that will secure sufficient water production capacity enabling a decentralized and timely water distribution across all northern outer atolls during the extended dry periods, when shortages may occur.

Water stress alert information based on **forecasted meteorological information** will feed into the **Standard Operating Procedures (SOPs)** for system management, thereby protecting lives and livelihoods from environmental risks associated with climate change. This will also feed into strengthening the Meteorological - MMS services on reaching out to the communities actionable early warning information, and preparing the water utilities, island councils and the communities to receive and act on such information. The system will achieve cost effectiveness in service provision through **effective management of water resources** and the use of renewable energy and locally appropriate technologies. Alongside the system design will be a capacity development workstream designed to obtain the support and ownership from communities, which is necessary for financial sustainability of the system, as well as the **capacity development** of the State Utilities to manage service delivery, and of the decentralized authorities and central government to provide an enabling environment for sustainability and scale up.

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

The objective of this assignment is to assist in the operational management of the projects in accordance with the project documents and as per the donor guidelines in collaboration with the project team and stakeholder agencies to assist the project team in all implementation arrangements of projects to carry out smoothly and on time.

### **D. OVERALL RESPONSIBILITY**

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

1. Assist the project team in the operational management of the projects according to the Financing Agreements, Project Appraisal Documents, Project Document and Operations Manuals of the Projects to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, assist in all implementation arrangements of project activities to carry out smoothly;
3. Reporting to the Project Manager on all aspects of Project implementation throughout the duration of the project.

### **E. SCOPE OF WORKS**

The work of the Project Assistant will include the following tasks, among others:

Support to Design & implement an effective inventory control system

The work of the Project Assistant will include the following tasks, among others:

1. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
2. Assist the project team in day to day management of the project including administrative financial and procurement responsibilities such as receiving and sending documents and letters

Under the guidance and direct supervision of the Project Management Officer, the incumbent assists in the effective and efficient management of the project through a range of actions contributing to the design, planning, follow-up and monitoring of project activities. The Project Assistant works in close collaboration with the CO Staff as well as Project staff for the effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

**Administrative management:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide support to the Technical Team in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Project Board and other project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including the meetings of the Project Board, Technical level, as well as other relevant meetings etc.) and prepare meeting minutes.
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Prepare minutes of project meetings.

**Financial management:**

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the IP and UNDP with respect to financial aspects of the project;
- Liaise with UNDP-appointed and external auditors wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Advise and assist Project personnel on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.

**Procurement:**

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Create and manage e-requisitions in UNDP ERP system;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various project sites;
- Maintain an equipment and spare inventory including verification and transfer when required.

Other duties assigned by Project Management Officer

## **F. QUALIFICATIONS AND EXPERIENCE**

1. Minimum Diploma in Management or related to the assignment.
2. Minimum two (02) years of work experience in project administration and one (01) year experience in donor funded projects will be an added advantage.
3. Knowledge and understanding of technical aspects of water and sanitation projects will be an advantage
4. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.
5. Should have the ability to work independently and effectively with a multidisciplinary team

Excellent written and oral English and Dhivehi communication skills and must be willing to work for extended periods.

In additional to the above the Project Assistant reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

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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.

## **G. REPORTING REQUIREMENT**

1. Report directly to the Project Manager or his/her designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Assistant is expected to 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 and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Project Assistant shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.

4. The Project Assistant is required to report to work in official attire.

## **H. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **36** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in April 2017.