



**Ministry of Environment, Climate Change and Technology**  
Male', Republic of Maldives

Date: 25<sup>th</sup> September 2023

Announcement Reference No: (IUL)438-HRU/438/2023/475

**Terms of Reference**  
**Individual Consultancy – Project Assistant**

- A. Project:** Institutional Strengthening for National Ozone Unit
- B. Position:** Project Assistant
- C. Location:** Based at the Ministry of Environment, Climate Change and Technology with travel to project islands across the country as required
- D. Thematic Area:** National Ozone Unit
- E. Type of Contract:** Individual Contract
- F. Type of Consultancy:** National
- G. Estimated Starting Date:** October
- H. Duration of Contract:** Two year starting 2023
- I. Remuneration:** 20,160 MVR per month for two years

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

**J. Project background:**

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. To date, Maldives has phased out several ozone depleting substances (ODS), notably Chlorofluorocarbons (CFCs). To comply with its obligations under the Montreal Protocol, Maldives has recently implemented the phase-out of Hydrochlouroflourocarbons (HCFCs) by 2020.

With the import control on HCFCs accompanied with the ban on HCFC based equipment in December 2015, a tremendous increase in the import of Hydroflourocarbons (HFCs) has been observed in the recent years. Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of HFCs by mid-2040.

The National Ozone Unit (NOU) undertakes several donor-funded projects and activities to implement and meet the obligations of the Montreal Protocol within the country. This includes undertaking several donor-funded projects with a range of outputs including training local technicians, retrofitting vessels and establishments, analyzing the current market through data collection and working on establishing stringent standards within the refrigeration and air-conditioning sector.



### **K. Objective of the assignment:**

The Project Assistant (PA), will be locally recruited.. The position will be funded entirely from the Project. The PA 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 PA will report to the National Ozone Officer (NOO).

### **L. Remuneration**

- 20,160 MVR per month for two years.

### **M. Scope of Work and Responsibilities:**

#### Duties and Responsibilities

- Implement the Institutional Strengthening Project
- Preparation for Kigali Implementation Plan Project
- Implement Energy Efficiency extra activities project
- Provide support in the development of certification and licensing program for Refrigeration and Air Conditioning Technicians and carryout the following activities
- Miantain RAC technicians database
- Stregthen the RAC Association
- Develop the Standard Operating Procedure for issuing of RAC license
- Develop the physical license and E-License mechanism and layout for the RAC license
- Prepare guidelines for Recognition of Prior Learning for providing licenses for technicians with education and experience in RAC
- Prepare guidelines on how to incorporate license issuing to the RAC courses conducted in the Maldives
- Conduct information sessions for RAC technicians regarding the licensing process
- Collect, analyse and present neccesarry data for all reporting under Montreal Protocol
- Closely monitor outsourced consultancy and project work carried out under the instructions of the NOO
- Organize necessary training programs and conduct presentations on behalf of the NOU
- Share data collected regarding the Montreal Protocol and the ozone layer through awareness programs and provide information
- Regularly meet reporting obligations of the NOU's partner implementing agencies
- Closely monitor and keep track of all budgets associated with the NOU and maintain all financial documentation
- Regularly enter and analyse datasets related to Montreal Protocol and Kigali Amendment
- Develop a method to conduct RAC licensing programs when the RAC licensing becomes compulsory
- Draft for approval, amendments of project agreements, work plans and contractual aspects of project with partners



- Review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Assist consultants hired for the development of strategy and action plan for HFC phasedown
- Assist in the development of the HFCs quota system
- Conduct training sessions for key stakeholders and importers to introduce them to newly setup HFC quota system
- Carry out any other duties and provide support for activities carried out by the unit and department
- Ensure administrative tasks are completed on a regular basis.

#### **N. Minimum Requirements:**

##### *Education:*

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

##### *Experience:*

- 3 years of experience in environment /administration/ finance/ 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 PMU staff 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.
- Familiarity with the Government's ozone protection policies and the Montreal Protocol will be an added advantage
- 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

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification	30



Relevant experience	40
Interview	30

**P. Applications:**

Interested applicants may submit the expression of interest with the following:

- Cover Letter
- Curriculum Vitae (CV) of the applicant indicating the previous experiences on similar works performed in the past with referee details
- Attested copies of academic qualifications
- Copy of National Identification Card (or Passport)
- Reference letters for work experience