



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

Date: 28 November 2023

Announcement Reference No: (IUL)438-HRU/438/2023/538

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

- A. **Project:** Review and Update of the National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants in Maldives
- B. **Position:** Project Coordinator
- 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:** Chemicals Management
- E. **Type of Contract:** Individual Contract
- F. **Type of Consultancy:** National
- G. **Estimated Starting Date:** December 2023
- H. **Duration of Contract:** Two years 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:**

The Republic of Maldives ratified the Stockholm Convention (SC) on persistent organic pollutants (POPs) on 17th October 2006. Currently, the 5-year GEF funded project, approved in 2019 titled “Eliminating POPs Through Sound Management of Chemicals” is working to address the sound management of POPs in the country at a national level. Under Article 7 of the SC, Parties are required to develop and endeavour to implement national implementation plans (NIPs) to demonstrate how the obligations under the SC will be implemented. The Stockholm Convention is dynamic, in that Parties regularly add chemicals to the lists in Annexes A, B and/or C to the Convention. Parties are required under Article 7 to review and update, as appropriate, their NIPs on a periodic basis. The first NIP from the Maldives was transmitted to the SC secretariat in 2017. As Maldives endeavors to comply with the obligations under SC, the review and update of the initial NIP is a high priority. For this NIP update project, funding for the Republic of Maldives has been approved by the SC.

The project includes the establishment of a National Coordination Mechanism of Maldives and development of its terms of reference; holding the national inception workshop; collecting available information of POPs in Maldives and developing a country profile and POPs inventory reports; conducting priority assessment and objective setting; holding the national priority validation workshop



to validate the proposed criteria, national objectives and priorities for POPs management; producing the final updated draft NIP; holding the endorsement workshop for all relevant governmental bodies and stakeholders to review and endorse the final updated draft NIP; and finally submitting the endorsed NIP and national report to the Stockholm Convention Secretariat by using the integrated toolkit.

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

The Project Coordinator (PC), will be locally recruited. The position will be funded entirely from the Project. The PC 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 PC will report to the Director at the Environment Department.

#### **L. Remuneration**

- 20,160 MVR per month for two years.

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

##### Duties and Responsibilities

- Implement the project and coordinate all its activities
- Regularly meet reporting obligations of the project
- Budget programming and record keeping including closely monitor and keep track of all budgets associated with the project and maintain all financial documentation
- Regularly enter and organise datasets related to project activities
- Draft for approval, amendments of project agreements, work plans, ToRs and contractual aspects of project with partners and consultants
- Mail management: review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Hiring and managing personnel and coordinate all aspects relating to the management of the various contracts to be established
- Assist consultants hired for the execution of project activities
- Establish national coordination mechanism and develop its terms of reference
- Assist consultants in collecting data on POPs and producing the final updated NIP
- Closely work with the POPs project to allow coordination between the projects
- The organization of meetings, workshops and/or seminars, must organise national inception workshop to raise awareness of the project for stakeholders, national priority validation workshop, and workshops to endorse the final updated NIP
- Submit the NIP and the national reports to the SC secretariat
- The elaboration of the terms of reference of the workshops
- Planning and organisation of field visits
- Scheduling and coordinating meetings and setting the agenda, recording and distributing to members meeting minutes
- Coordinating the flow of information between different stakeholders and with BCRC, producing documentation and distributing to members and BCRC
- Completing inputs from national stakeholders and developing final products in line with the proposed measures/outputs
- Fulfilling reporting, monitoring and evaluation requirements
- Organize at least one meeting per month with the project supervisor to check the progress of the project
- Guarantee project's results, in line with the measurable outputs



- If required, provide technical expertise for the development and implementation of the Project activities
- Provide strategic guidance on the execution of the project at the national level
- Carry out any other duties and provide support for activities carried out by the chemicals management unit and department
- Ensure administrative tasks are completed on a regular basis.

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

##### *Education:*

- Bachelor's 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.
- 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
- Work experience in managing environmental donor-funded projects

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
<b>Minimum requirement</b> Bachelor's degree in a subject related to environmental management/science, project management, administration or a relevant field	30
<b>Minimum requirement</b>	20



3 years of experience in environment /administration/ procurement/management	
Relevant experience	20
Interview	30