



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

Date: 27<sup>th</sup> June 2024

Announcement Reference No: (IUL)438-HRU/438/2024/254

**Terms of Reference**  
**Contract Staff – Project Coordinator**

- A. Project:** Strengthening Implementation of Energy Efficiency Programmes in the Cooling Sector
- B. Position:** Project Coordinator
- C. Location:** Based at the Ministry of Climate Change, Environment and Energy with travel to project islands across the country as required
- D. Thematic Area:** Energy Efficiency
- E. Type of Contract:** Individual Contract
- F. Type of Contract staff:** National
- G. Estimated Starting Date:** July 2024
- H. Duration of Contract:** one year
- I. Remuneration:** 24,030 MVR per month for 1 year

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

**J. Project background:**

The project is funded by the Climate and Clean Air Coalition under UNEP to enhance the capacity of Maldivian authorities and stakeholders for the implementation of the Hakathari labelling programme and increase the technical capacity in the energy efficiency sector.

The “Hakathari” – an energy efficiency labeling program for appliances and equipment was introduced by the Ministry of Climate Change, Environment and Energy in 2023. The purpose of this program is to promote the use of energy-efficient appliances and equipment. The Hakathari program provides the consumers with a simple and clear indication of the energy-saving potential of electrical appliances, at the point of purchase. This is achieved via the Hakathari label affixed on the appliances that showcase a five-star rating system. A greater number of stars on the label indicate a higher level of energy efficiency and energy savings. The purpose of the program is to encourage the purchase of energy-efficient appliances, help consumers make informed choices and save money on their household electricity bills, encourage importers and manufacturers to promote energy efficient technologies and products in the Maldivian market, bringing about a market transformation, and reduce the emission of greenhouse gases and progress towards a sustainable future. The project coordinator will work to implement the labelling programme and utilise existing guidelines to improve energy efficiency and train relevant stakeholders.



### **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 Energy Department.

### **L. Remuneration**

- 24,030 MVR per month for a period of 1 (one) year.

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

#### Specific Tasks

- Provide technical support to the Energy Efficiency unit and develop guidelines and FAQs based on needs
- Conduct online workshop(s) on Hakathari label implementation targeting manufacturers of Air Conditioning
- Conduct workshop(s) on effectively utilizing Maldives energy efficiency guidelines for buildings
- Implement the Hakathari labelling programme
- Conduct workshop(s) for importers on registration, application, validation, and inspection process for the Hakathari programme, as well as the differences among the GWP's for refrigerant products
- Conduct workshop(s) for customs officers on the monitoring of import of labelled products with a special emphasis on the GWP value of refrigerants
- Conduct workshop(s) for utility agencies, building designers, building developers, and/or construction companies on the benefits of using the labelled products as well as low-GWP refrigerants
- Assist the development of content for awareness videos to engage consumers to choose labelled appliances
- Assist the development of a consumer behaviour study to measure the impacts of the Hakathari programme and the workshops/awareness conducted under this project
- Develop proposals for funding of activities/projects to support the energy sector

#### General 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
- The organization of meetings, workshops and/or seminars to raise awareness
- Planning and organisation of field visits if needed



- 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 CCAC, producing documentation and distributing to members of the Ministry
- Coordinate between the Environment Department and Energy Department
- 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
- 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
- Ensure administrative tasks are completed on a regular basis.

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

##### *Education:*

- *Master's degree in a subject related to environmental management/science, energy or a relevant field*

##### *Experience:*

- *3 years of experience in energy related field*

*Or*

##### *Education:*

- *Bachelors's degree in a subject related to environmental management/science, energy or a relevant field*

##### *Experience:*

- *7 years of experience in energy related field*

#### **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> Master's degree in a subject related to environmental management/science, energy or a relevant field with 3 years of experience in energy related field  Or  Bachelors's degree in a subject related to environmental management/science, energy or a relevant field with 7 years of experience in energy related field	50
<b>Relevant experience</b> Demonstrable project or programme management experience in at least one project/programme related to energy efficiency (10%) Experience in working with ministries or national institutions that are concerned in a related field of environment and energy (2 points for each year) (10%)	20
Interview	30