



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

**(IUL)438-HRU/438/2024/264**

**Terms of Reference for**

**Project Coordinator**

**Converting Waste to Energy Project in Addu City**

**A. Background**

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy (MoCCEE) is implementing a Waste to Energy Project in Addu City financed through Abu Dhabi Fund for Development (ADFD). The project is being implemented in accordance with the ADFD's guidelines and procedures on procurement and financial management.

The project development objective is to address the climate change through technological solutions by constructing a waste to energy plant and associated infrastructure for waste management in Addu City targeting the entire southern region.

**B. Objective of Assignment**

The Project Manager will be working under direct supervision of the Project Manager. The overall objective of the assignment includes, but are not limited to the operational management of the project in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

**C. Scope of Services**

The overall responsibilities of the Project Coordinator (PC) include, but are not limited to the following:

1. Operational management of the projects (both ADFD and PSIP) component in accordance with the Financing Agreements,
2. Under the guidance of the Project Manager and in collaboration with the Project Team and stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly,
3. Provide overall coordination/supervision to the contractors and/or consultants and ensure timely delivery of the project outputs in accordance to the contract agreements,
4. Under the guidance of the Project Manager, prepare a project implementation plan and make visits to the project sites according to the plan and as necessary and report back on the status of site activities to the management,

5. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to the Ministry's management and are provided in a timely manner,
6. Coordinate and collaborate with island/atoll officers within the project area to support island waste management implementation activities including but not necessarily limited to:
  - Community mobilization;
  - Island and atoll level waste management planning;
  - Island and atoll waste management training
7. Develop a procurement plan for the activities identified under the project,
8. Ensure that all procurement activities of the project are done in accordance with the ADFD procurement guidelines and procedures,
9. Prepare bidding documents and draft contracts for goods, works and consulting/non-consulting service contracts in accordance with the schedule in the procurement plan,
10. Prepare all submissions for obtaining ADFD 'no objection' on procurement activities,
11. Participate in relevant meetings relating to the project,
12. Ensure bids evaluation are carried out on timely manner and Bids Evaluation Reports (BER) are prepared and submit to all relevant parties for approval,
13. With the guidance of the Project Manager, manage all the contracts under the project and PSIP,
14. Ensure all conflicts arising from the contracts are management and resolved on timely manner,
15. Attend to any other project related activities as instructed by the Project Manager,

#### **D. Eligibility Criteria: Qualification, Experience and Competency**

The applicant should possess following educational background and experience,

- Minimum undergraduate degree preferably in a management related field
- Minimum Ten (10) years of work experience including project coordination and procurement management; relevant experience in donor funded projects. Work experience in the waste management field will be added advantage.
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English,
- Sound understanding of principles underlying international best practices in procurement and the Government of the Republic of Maldives' laws and regulations governing public procurement,
- Be prepared to make frequent/planned and unscheduled visits to the project sites,

#### **E. Facilities Provided by the Client**

Successful candidate will be posted at Ministry of Climate Change, Environment and Energy, Male'. Following facilities will be provided by the Client,

- A proper workstation
- Computer system with necessary software installed

#### **F. Duration of the Assignment**

The PMU is created for a 5-year period. However, the successful candidate will enter into a contract for five(5) months with a possible further extension based on the appraisal towards the end of the contract.