



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

**(IUL)438-HRU/438/2024/265**

**Terms of Reference for**

**Project Manager**

**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 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 head (Director General) of the Waste Management and Pollution Control Department. The overall objective of the assignment includes, but are not limited to lead a team and ensure the project activities are carried out on timely manner meeting the deadlines, setup and implementation of financial management system and related activities under the project, keeping project controls and ensure meeting targets, timely preparation of financial statements and reporting to authorities as necessary.

**C. Scope of Services**

The overall responsibilities of the Project Manager (PM) will ensure optimum effectiveness of performed activities and sustainability of achieved project results. The key functions are;

1. Implement and manage project activities in accordance with the ADFD guidelines and procedures and manage day to day project implementation and overall coordination of the project outcomes,
2. Manage and coordinate project activities, from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of the project activities,
3. Ensure proper monitoring and evaluation procedures are instituted in all project activities including site monitoring visits as necessary,

4. Identify any support and advice required for the management, planning and control of the Project,
5. Ensure coordination within the PMU for ADFD review missions, independent review missions, and/or reviews carried out by other relevant authorities of the Government of Maldives as required,
6. Prepare and submit progress reports for the funding agency and conduct meetings as necessary,
7. Prepare terms of references for consultants and contractors, oversee the work of consultants and contractors,
8. Ensure liaison with all stakeholders including local councils in the scope of the project and ensure proper professional relationships with relevant national and international partner agencies and relevant developing programmes,
9. Provide leadership and strategic direction on financial aspects of the project,
10. Ensure timely payment processing of the project's commitments supported by appropriate documentation,
11. Develop satisfactory organization for the finance and accounting functions,
12. Prepare and submit to the ADFD, no later than 45 days after the end of each quarter, interim unaudited financial reports for the project covering the quarter in form and substance acceptable to the ADFD,
13. Advise the Department head and as required the project team, on financial aspects, especially on policy and strategic issues, financial position and financial performance of the projects,
14. Have overall responsibility for preparation and approval of budgets and financial projections/forecasts,
15. Ensure a system for safeguarding project's assets is implemented and operated,
16. Ensure timely preparation of financial statements; liaise effectively with auditors to ensure timely audit and publication of financial statements,
17. Ensure that all Government and the Funding Agency's financial reporting requirements are complied with,

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

The Project Manager's prime responsibility is to ensure that the project produces the required products within the specified scope, time, cost, quality and objectives. Key competencies include,

- Minimum undergraduate degree in Business Management / Project Management
- More than ten (10) years of work experience in management/coordination. Work experience in the waste management field will be added advantage.
- Have good knowledge in using accounting software and computer business desktop applications.
- Good interpersonal skills such as communication and negotiation.
- Fluency in Dhivehi and English
- Be prepared to make frequent 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.