

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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Date: 10 June 2018

TERMS OF REFERENCE FOR PROJECT MANAGER

Greater Male' Environmental Improvement and Waste Management Project

A. Background

Waste is one of the most visible threat to the environment and poses challenges to the development. Zone 3, which encompasses Greater Male', the inhabited islands in the Male' Atoll (Kaafu Atoll), North Ari Atoll (Alifu Alifu Atoll), South Ari Atoll (Alifu Dhaalu Atoll) and Felidhe Atoll (Vaavu Atoll), is estimated to generate 774 tons of mixed solid waste daily and currently lacks an organized and sustainable waste management system to properly manage this growing amount of waste.

Rapid urbanization and tourism development in the Greater Male' region including Zone 3 atolls waste is expected to increase by 924 tons per day by 2022. The region suffers from severe environmental pollution and deteriorating livability from inadequate collection and haphazard disposal of solid waste. Open dumping and burning of garbage at the 30-year-old dumpsite on Thilafushi island is an environmental and public health hazard posing a daily nuisance to the residents in Male' Villimale and neighboring resort islands, with plumes of smoke visible from Velana International Airport and surrounding resorts. Considering Maldives reputation as a pristine high-end tourist destination and its reliance on sustainable fisheries for food and export, pollution from improper waste management is a significant threat to the economy and environment.

In order to address the issue of growing amount of waste in the region, the Government of the Republic of Maldives has applied for financing from Asian Development Bank (ADB) towards the cost of Greater Male' Environmental Improvement and Waste Management Project. Part of this financing will be used towards the expenditure of the Project Management Unit (PMU) including staff salary and other incremental cost of the PMU.

In order to establish the PMU, the Ministry of Environment and Energy (MEE) now seeks professional service of a Project Manager. Therefore, this TOR describes the overall responsibilities of the Project Manager.

B. Project Development Objective



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The development objective of the Project is expected to establish a sustainable solid waste management system in the Greater Male' by (i) improving collection, transfer, disposal, treatment, recycling and rehabilitating the existing dumpsite at K. Thilafushi, (ii) strengthening institutional capacities for solid waste service delivery and environmental monitoring, and (iii) improving public education, awareness and behavior in reduce, reuse and recycle (3R). The Project is being designed to reduce disaster risk and improve climate change resilience while creating a cleaner environment and reducing greenhouse gas emission.

C. Responsibilities of the Assignment

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

1. Implement and manage project activities in accordance with the Project Administrations Manual (PAM) 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. Prepare monthly reports on key project activities, issues and required action points,
6. Prepare quarterly progress reports against planned activities, update on risks, issues and expenditures. Also prepare annual project review report and final review reports and submit both to the MEE and the ADB as appropriate,
7. Prepare terms of references for consultants and contractors. Oversee the work of consultants and contractors
8. Liaison with the beneficiary 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. Advise Project Director of any deviations of the Project Plan.
10. Ensure establishment and maintenance of proper electronic and paper filing systems. Manage and oversee the project staff and conduct performance appraisal as required.
11. Ensure coordination within the PMU for ADB review missions, independent review missions, and/or reviews carried out by other relevant authorities of the Government of Maldives as required;
12. Ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
13. Ensure all relevant information, documents and reports are made available for review during World Bank review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.

D. Qualification, Experience and Competency



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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:

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|----------------------|---|
| Education | <ul style="list-style-type: none">• Master Degree in Project Management, Civil Engineering or a relevant field within the scope of the project, |
| Experience: | <ul style="list-style-type: none">• Minimum seven (7) years of work experience in project management/coordination; relevant experience in donor funded projects will be an added advantage.• Planning and appraising infrastructure projects,• Proven ability to draft, edit and produce written proposals and results-focused reports• Experience in the usage of computers and office software packages (MS Word, Excel, etc.)• Good interpersonal skills such as communication, negotiation, conflict management |
| Language requirement | <ul style="list-style-type: none">• Fluency in English and Dhivehi |

E. Facilities Provided by the Client

Successful candidate will be posted at Ministry of Environment and Energy, Male'. The following facilities will be provided;

- A proper workstation
- Computer system with necessary software installed
- Access to telephones and fax

F. Duration of the Assignment

The project will be implemented in two phases and a three (03) year cycle in each phase. However, the successful candidate will enter into a contract for three years of the first phase of the Project. The staff will be appraised and assessed the performance annually and based on this appraisal the contract may be extended for the second phase of the Project.

