

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment

Male', Republic of Maldives.

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Date: 09 January 2019

No: (IUL)438-HRU/438/2019/11

## Implementation of an Environmentally Sound Management of Municipal and Hazardous Solid Wastes to reduce emission of Unintentional Persistent Organic Pollutants (UPOPs) and Poly Chlorinated Biphenyls (PCB's)

### TERMS OF REFERENCE FOR PROJECT COORDINATOR

The overall objective of the project is to collect analytical data so that prioritized action plans identified in the drafted National Implementation Plan (NIP) would be properly implemented by the government and other stakeholders. Through these additional activities, the government institutions and the stakeholders will be able to better manage hazardous and municipal wastes and reduce POPs and unintentional POPs (uPOPs) with newly developed management plans and waste storage facilities. The project will contribute to the strengthening of the local capacities to properly address waste management and reduce POPs emissions.

#### A. OBJECTIVES

The overall objective of the project is to provide more analytical capacities and data so that prioritized action plans identified in the National Implementation Plan under the Stockholm Convention would be more properly implemented by the government and other stakeholders.



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## B. OVERALL RESPONSIBILITY

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

1. Operational management of the project component in accordance with the project requirements
2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;
3. Support procurement activities required for the project implementation

## C.SCOPE OF WORKS

The work of the Project Coordinator will include the following tasks:

1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the project plans.
2. Prepare and /or review requests for Expression for Interest (EOI), Tender documents ,contract agreements for goods in accordance with the project work plan
3. Coordinate with island council to establish waste management centers for the selected island according to the requirements set out for establishing waste management centers for the selected islands
4. Monitor the installation of the facilities for proper collection and storage of waste management facilities
5. Organise workshops to raise awareness about PCBs among officials working in the power sector
6. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
7. Visit project sites periodically and report back on the progress of site activities
8. Any other work related tasks assigned by the Head of the Project Management Unit (PMU)





#### D. QUALIFICATIONS AND EXPERIENCE

1. Must have minimum tertiary qualification in a relevant field such as environmental management/engineering, project management or related field
2. At least 3 years of experience in environmental management/project/programme management experience (preferably related to chemicals and waste)
3. Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage
4. Experience in donor assisted development projects along with understanding of technical, commercial and legal aspects of procurement of donor assisted projects will be an added advantage
5. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful Candidate must be willing to work for extended periods without direct supervision

The successful candidate must understand the objectives and delivery mechanisms of the projects activities. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.





## E. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- Office space and other facilities such as computers will be provided as required.
- Transport costs, food and accommodation costs for official travel between Male', and inter-islands will be covered.

## F. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from accredited original certificates)

