



Terms of Reference for Key Project Staff **Increasing Climate Change Resilience of Maldives through** **Adaptation in the Tourism Sector**



(1) National Project Manager (3 Years)

National Project Manager (NPM) is a full time project-funded staff who will perform the following key functions: The NPM will report to, and receive guidance from, the National Project Director and the Project Board. S/He will be responsible for the day-to-day management, administration, coordination, and technical supervision of project implementation. The NPM will lead the project team through the planning, implementation, and delivery of policies, reports, knowledge products, and other results approved in the project document and annual work plans. S/he will provide overall operational management for successful execution and implementation of the programme. S/he will be responsible for financial management and disbursements, with accountability to the government and UNDP. The NPM will be appointed by the Implementing Agency and will monitor work progress, and ensure timely delivery of Outputs as indicated in the Strategic Results Framework on time and within budget. The NPM will ensure provision of high-quality expertise and inputs to the project and also be responsible for day-to-day operations and will be responsible for technical oversight of all project activities that yield technical deliverables. S/he will work with the national and international consultants and advisors to achieve the technical Outputs of the project. S/he will build and manage relationships and partnerships at site level on the demonstration islands.

In carrying out her/his responsibilities, s/he will advocate and promote the work of adaptation to climate change in Maldives and will also closely work and network with the relevant government agencies, UNDP, the private sector, NGOs, and civil society organizations.

Responsibilities

- a) Facilitate the day-to-day functioning of the PMU;
- b) Coordinate the distribution of responsibilities amongst team members and organize the monitoring and tracking system of all cluster services;
- c) Manage human and financial resources, in consultation with the project's senior management, to achieve results in line with the outputs and activities outlined in the project document;
- d) Plan the activities of the project and monitor progress, technical supervision and quality control of all project Output that require technical input (especially guidelines and policies);
- e) Mobilize goods and services to initiative activities, including drafting TORs and work specifications in collaboration with NPM and NPD;
- f) Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- g) Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- h) Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- i) Responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- j) Manage and monitor the project risks initially identified, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- k) Be responsible for managing issues and requests for change by maintaining an Issues Log;
- l) Prepare the Project Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- m) Prepare the Annual review Report, and submit the report to the Project Board;
- n) Prepare the AWP for the following year, as well as Quarterly Plans if required;
- o) Update the Atlas Project Management module if external access is made available;
- p) Work with co-funding partners to ensure that their activities/programs are integrated and complementary with those of the LDCF project.
- q) Link up project activities with related and parallel activities both within MTAC and with external implementing partner agencies;



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- r) Develop detailed Terms of References for national and international consultants and contractors in collaboration with NPM and NPD;
- s) Support the NPD in organizing Project Board meetings;
- t) Report and provide feedback to UNDP-GEF and the Project Board on project strategies, activities, progress, and barriers;
- u) Manage relationships with project stakeholders including donors, NGOs, government agencies, and others as required.
- v) Liaise with national and international consultants and research organisations on the delivery of project Outputs;
- w) Coordinate and oversee technical consultant input and review all technical reports produced by national and international consultants;
- x) Technical supervision and quality control of all project Outputs that require technical input (especially guidelines and policies);
- y) Draft work plans for all technical activities of the project and prepare outline structure of technical reports;
- z) Identify, analyse and communicate lessons learned that may be useful in design and implementation of similar projects. The duty of identifying and analyzing lessons learned is an ongoing one, and the duty to communicate those lessons is on an as-needed basis, but not less frequently than once every six months.

Qualifications / Requirements

- a) Postgraduate Degree with at least 5 years working experience in project management within the disciplines of environmental science, geography, or natural resource management
- b) Sound policy understanding of the tourism context in Maldives;
- c) Sound understanding of environmental management issues in Maldives pertaining to waste, water and energy management;
- d) Extensive contacts with national and international organisations involved in local and international studies on natural resource management in a changing climate
- e) Extensive business contacts with national and international agencies involved in local and international studies of climate change, in general, and adaptation, in particular
- f) Excellent inter-personal, communication and negotiating skills
- g) Previous experience in UN-led projects will be an added advantage
- h) Previous work experience in the country on issues relevant to the project
- i) Ability and willingness to travel within and outside the Maldives
- j) Demonstrable skills in office computer use - word processing, spread sheets etc.
- k) Proven track record of project management and project team experience working with government, NGOs, and other key stakeholders in Maldives



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(2) Administrative & Finance Assistant (3 Years)

The Administrative & Finance Assistant will undertake administration of the day-to-day operations of the project office and be responsible for the reporting of project financing. The position will report to the National Project Manager.

Responsibilities

- a) Set up and maintain all files and records of the project in both electronic and hard copies
- b) Collect project related information and data
- c) Administer Project Board meetings in coordination with the National Project Director
- d) Establish document control procedures
- e) Compile, copy and distribute all project reports
- f) Provide logistical support to the National Project Manager and national/international consultants in organising training events, workshops, and seminars
- g) Assist international, short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations
- h) Prepare monthly leave records for the project staff and long-term national/international consultants
- i) Draft necessary correspondence with local and international agencies and stakeholders
- j) Standardize the finance and accounting systems of the project while maintaining compatibility with UNDP financial and accounting procedures
- k) Prepare budget revisions of the projects based on the Combined Delivery Reports (CDRs)
- l) Assist in the preparation of the Annual Work Plan (AWP)
- m) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources.
- n) Prepare financial status reports, progress reports and other required financial reports
- o) Process all types of payment requests for settlement purpose including quarterly advances to the partners
- p) Prepare periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports and assist in preparation of annual procurement plan
- q) Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports
- r) Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility
- s) Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans
- t) Provide substantive support to the National Project Manager for overall implementation
- u) Prepare and update inventories of expendable and non-expendable project equipment



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Qualifications/ Requirements

- a) Undergraduate Degree in Commerce, Business Management, or other relevant discipline
- b) At least 2 years of relevant administrative, financial or program experience at the national or international level
- c) Strong understanding of budgeting and the UN/GoM accounting system—candidates familiar with UNDP administrative, program, and financial procedures preferred
- d) Previous experience in UN-led projects will be an added advantage
- e) Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- f) Initiative, sound judgment, and capacity to work independently
- g) Knowledge of database packages and web-based management systems
- h) Excellent inter-personal and communication skills
- i) Proficient verbal and written English and Dhivehi skills

Probation Period

- The candidates selected for the above stated posts will be contracted annually for the project period (3 years). Annual contracts will be renewed based on performance.
- A probation period of three (3) months will apply from the date of initial contract.