



Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives



Programme Assistant (Mariculture Component)

Terms of Reference

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries, Marine Resources and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries, Marine Resources and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to support project Mariculture Component Coordinator and PMU to implement the Mariculture Component of the project activities to be undertaken under the project.

The relevant and respective activities of the Project include: (a) Augmentation and operation of the Mariculture Research and Development Facility (MRDF) at Maniyafushi, (b) Establishment and operation of the Aquatic Animal Quarantine Facility and the Aquatic Animal Health Laboratory at Hulhule' Island, (c) Establishment and operation of a multi-species hatchery in Ga. Maanaagala Island; (d) Supporting establishment of mariculture grow-out farms in Maldives.

RESPONSIBILITIES AND TASKS

The overall responsibilities of the Programme Assistant include, but are not limited to the following:

- Assist in all the administrative tasks related to the mariculture component such as development of ToR's in the recruitment of new mariculture staff, liaison with island and atoll councils, and other government agencies
- Assist to develop and finalize the beneficiary selection criteria for the grouper out-grower farms
- Assist in the selection and evaluation of beneficiary selection for the mariculture grow-out farms.
- Assist to draft and finalize MOU's between the Island Councils and the Ministry regarding the grow-out mariculture farms.
- Assist and facilitate site selection for the commercial mariculture grow-out farms.
- Assist to draft and finalize the contracts between the beneficiaries of grow-out farms and the Ministry.
- Plan and conduct stakeholder consultation workshops with key stakeholders regarding mariculture grow-out farms, and other works related to the mariculture component
- Plan and conduct business management trainings for the beneficiaries in liaison with the
- Preparation of community based marine resources, for targeted atolls in liaison with atoll and island councils and conduct workshops in targeted communities
- Conduct data acquisition for environmental management of mariculture
- Development of long term mariculture development plans in targeted atolls in the Maldives
- Plan and facilitate the technical trainings for the beneficiaries.
- Assist the procurement team in delivering requests and verification of fish feed, fingerlings, floating fish cages and other operational consumable required for mariculture research and demonstration.
- Facilitate in the deployment of floating fish cages, stocking of fingerlings, distribution of fish feed.
- Assist and monitor the progress of establishment of nursery in Adh. Omadhoo.
- Assist in the preparation of an operational plan for the Nursery in Omadhoo.
- Assist in the preparation of business plan for the Mariculture Research Demonstration Facility at Maniyafushi and Multi-Species Hatchery at Ga. Maanaagalaa.
- Provide support to the PMU in the preparation of bid documents and in selection of contractors/suppliers/consultants.
- Assist in the preparation of operation procedures/ operational plan for the Aquatic Animal Quarantine and Health Facility at Hulhumale' and Multi-Species Hatchery at Ga. Maanaagalaa.
- Assist in the capacity building activities for the private sector in order to commercialize mariculture.

- Assist to formulate and implement a more effective mariculture sector with biosecurity, quality control and disease surveillance framework
- Assist in the procurement of machineries and equipment required for the Aquatic Animal Quarantine and Health Facility.
- Assist in the development and implementation of aquatic disease surveillance program.
- Facilitate in organizing random checks and screening programmes to aquaculture facilities.
- Assist in the planning of short, medium and long-term trainings required for MOFMRA staff as well as the industry.
- Coordinate the project stakeholders to ensure technical compliance of project components with Project Approval Documents and Operational standards of regulators and the World Bank.
- Facilitate in providing technical input to support mariculture implementation activities of the project and private parties.
- Coordinate with contractors in the installation of equipment, arrange regular meetings, and maintain logs and records of the progress from time to time.
- Assist PMU in arranging meetings for document review, evaluation and other meetings related to mariculture component from time to time including but not limited to World Bank review missions.
- Assist PMU to monitor the progress, quality of interim and final outputs and timelines for each contract under the Component.
- Provide progress updates of the contracts and activities planned from the mariculture component.
- Assist in the preparation of the annual workplan for the mariculture component.
- Participate in monitoring and evaluation for the contracts issued for projects managed by PMU including but not limited to the following:
 - a) Implementation schedules and budget;
 - b) The performance of the component against the component objectives;

E. QUALIFICATIONS AND EXPERIENCE

- i. Diploma in Marine Science, Marine Biology, Fisheries Science, Environmental Science or in a relevant field with 4 years of experience (OR) Bachelor's Degree in Marine Science, Marine Biology, Fisheries Science, Environmental Science or in a relevant field with 2 years of experience (OR) Master's Degree in Marine Science, Marine Biology, Fisheries Science, Environmental Science or in a relevant field.
- ii. Strong organizational and planning skills with ability to work independently as well as a team player, under stress
- iii. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project portfolio. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

Preference will be given to candidates with previous experience in such a field or have undergone trainings of any form on communication equipment or IT related field.

F. REPORTING REQUIREMENT

1. Report directly to the Project Component Coordinator (Mariculture Component) / and Project Coordinator/ Project Director as necessary, on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Programme Assistant shall provide all the necessary reports and updates to the Project Component Coordinator and Project Coordinator /or Director as necessary to be presented at the Project Steering Committee and donor agencies whenever needed.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in April 2020.

The Programme Assistant is expected to work on week days other than public holidays and provide services to the Client for an average of 30 hours a week.

This position is based at the Ministry of Fisheries, Marine Resources and Agriculture in Malé with extensive travel to Islands, vessels or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. The Programme Assistant shall be paid monthly salary of MVR 7035/- (Maldivian Rufiyaa Seven Thousand and Thirty-Five Only). The Programme Assistant shall be paid for working hours only when the Programme Assistant has completed required minimum number of Working Hours as defined under this Contract. Where the Programme Assistant fails to work for the minimum required hours per week, equivalent pay shall be deducted as incomplete hours from the salary. However, no deduction shall be made for the leave taken by Programme Assistant under Clause 6 of this Contract.
2. Programm Assistant will be entitled to a monthly service allowance of MVR 2000/- (Two Thousand Rufiyaa Only), and a special duty allowance that is 35% of the basic salary per month.

3. Programme Assistant is also entitled to a monthly supporting-co allowance of MVR 900/- (Nine Hundred Rufiyaa Only) per month.
4. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.