

(IUL)203-HRFS/203/2025/7 : سَرَسْرَہ مَی

مَجْلَدُ الثَّانِي

١١ كَرُوْهُنَّ فَاِنْ كُنَّ عَاثِرَاتٍ بِاَعْيُنِكُمْ قَوْلُوْهُنَّ اَعْيُنِيْكُمْ اَتَرْنَ الْفُجُوْرَ اَمْ لَكُمْ اٰيٰتٌ مِّنْ رَّبِّكُمْ اِنْ كُنْتُمْ صٰدِقِيْنَ

- اِسْمُكَ سَمِعْتُ مِنْ رَجُلٍ اَرَسَمَ (اَسْمَرُوْهُ اَمْرًا 2)
- اَمْرًا سَمِعْتُ مِنْ رَجُلٍ اَسْمَرُوْهُ (اَسْمَرُوْهُ اَمْرًا 1)

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၎င်းတို့သည် မြန်မာနိုင်ငံတော်၏ အထွေထွေ အခြေအနေအထားနှင့် ပတ်သက်သည့် အချက်အလက်များကို အောက်ဖော်ပြပါ ဝက်ဘ်ဆိုက်များမှ ရရှိနိုင်ပါသည်။
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تَرْجَمَةُ عَمْرِو، مَجْرَسُ دَوَاوِي، دَوَا، 20344، تَرْجَمَةُ عَمْرِو.

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2025 ۱۲ ۲۵



Reference No: (OTHR)203-HRFS/203/2025/2

12th June 2025

TERM OF REFERENCE
RASFARI RESTORATION ASSISTANT FIELD OFFICER

A. PURPOSE

The Assistant Field Officer will be locally recruited by the Environmental Protection Agency (EPA) to support the Field Officer in managing the Rasfari Restoration Project. This role encompasses assisting in mobilizing project inputs, managing logistical operations, and contributing to preparing financial statements and procurement activities. Additionally, the Assistant Field Officer will be key in disseminating project updates to the public through social media platforms, ensuring transparency and community engagement.

Reporting directly to the Field Officer and under the supervision of the assigned EPA staff member, the Assistant Field Officer will collaborate closely with project partners and stakeholders. This position is essential for enhancing communication and coordination among all parties involved, thereby supporting EPA in fulfilling its governmental obligations under the project. The Assistant Field Officer will assist in providing timely progress and updates to the Environmental Restoration Trust Fund (ERTF) Board as directed, ensuring that project activities align with strategic objectives and stakeholder expectations.

B. BACKGROUND

Rasfari Reef is a large shallow reef on the western edge of North Male Atoll, described as a shallow reef platform with rock cut into spur and groove formation. The grounding incident of the bulk carrier M/V Navios Amaryllis on Rasfari Reef on 19th August 2021 led to substantial damage to the reef structure, covering 8867 square meters. The compensation received by the government for the first time will be utilized to conduct restoration work at Rasfari.





C. OVERALL RESPONSIBILITIES

1. Assist in organizing and planning project activities.
2. Monitor progress in alignment with the approved work plan and report any discrepancies to the Field Officer.
3. Help maintain and manage field equipment utilized in the Rasfari Restoration Project.
4. Assist in organizing field visits to project sites as required.
5. Accompany the Field Officer during site visits and contribute to field assessments.
6. Support the supervision and coordination of project outputs to ensure they are produced in a timely manner and meet quality standards.
7. Assist in preparing project reports and responding to stakeholder queries as directed.
8. Aid in the collection, cleaning and storage of necessary data.
9. Maintain records related to monitoring data and volunteer participation.
10. Participate in coral restoration duties, including constructing, monitoring, and maintaining nurseries and transplanting coral colonies.
11. Assist and participate in conducting scientific surveys as needed.
12. Help coordinate volunteers and logistics for daily project implementation.
13. Assist in training volunteers and engaging them in project activities.
14. Support the execution of educational presentations and outreach programs for the public and partners.
15. Assist in the development of project progress reports and technical documents.
16. Help prepare awareness materials and contribute to social media content.
17. Assist and support the Project Assistant in preparing the budget and organizing ERTF board meetings, including preparing documents and taking minutes.
18. Maintain communication with project partners and stakeholders to support timely project implementation.
19. Actively engaged in project activities, promoting participation among State-owned Enterprises (SOEs) and private parties.
20. Aid in the preparation of Partnership Mou's and related documents.
21. Provide support to EPA and Field Officer in various project-related tasks as required.
22. Assist in the development of restoration strategies for other impacted areas based on



successful methodologies from the Rasfari Restoration Project.

D. QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree (MQA level 7) in Marine Biology, Marine Science, Environmental Management, Environmental Science or related fields **OR**
2. Have a professional Certificate of Advance Open Water Diver Certificate with a minimum of 300 logged dives.
3. A minimum of 3-5 years of professional work experience in an Environment related field.
4. Demonstrated experience conducting ecological surveys, with a proven record of participating in relevant fieldwork.
5. Proficiency in Microsoft Office (Word, Excel, PowerPoint)
6. Have a strong understanding of coral restoration practices and environmental conservation principles.
7. Excellent written and verbal communication skills in Dhivehi and English
8. Experience in data analysis software and GIS software is an added advantage.
9. Strong ability to work collaboratively with diverse teams and stakeholders, demonstrating effective negotiation and conflict-resolution skills.
10. Experience working with ministries or national institutions in a related field will be an added advantage.
11. Strong organizational skills with the ability to prioritize tasks and manage time effectively.

E. COMPETENCIES OF ASSISTANT FIELD OFFICER

1. Ability to assist in planning, organizing and monitoring project activities effectively.
2. Skills in coordinating logistics and managing resources to ensure timely project implementation.
3. Understanding of ecological principles and coral restoration practices.
4. Familiarity with data collection, cleaning and analysis related to ecological surveys.
5. Strong verbal and written communication skills for reporting, documentation and stakeholder engagement.
6. Ability to present information clearly and effectively to diverse audiences.



7. Proven ability to work collaboratively within a team and support volunteers and partners.
8. Skills in fostering a positive work environment and promoting teamwork.
9. Capacity to identify challenges and develop practical solutions to overcome obstacles in project execution.
10. Flexibility to adapt to changing circumstances and project needs.
11. Strong organizational capabilities to manage multiple tasks and prioritize effectively.
12. Attention to detail in documentation and reporting processes.
13. Skills in outreach and educational activities to engage the public and stakeholders in project initiatives.
14. Ability to promote participation and collaboration among various community entities.
15. Proficient in using relevant software and tools for data analysis, reporting and communication.
16. Familiarity with social media platforms for project updates and public engagement.
17. Passion for environmental conservation and a strong commitment to restoring and protecting ecosystems.
18. Awareness of the socio-economic factors influencing environmental projects.
19. Ability to work in diverse field conditions and adapt to various environmental settings.
20. Willingness to learn and apply new skills and methodologies as needed for the project's success.
21. A willingness to work long hours when necessary to meet project deadlines, objectives and commitments, demonstrating dedication to the project's success.

F. COLLABORATION, GUIDELINE AND SUPERVISION

The Assistant Field Officer will be contracted by the EPA and is fully accountable to EPA on the quality and timely delivery of their work under the contract. The Assistant Field Officer will be provided with office space and office facilities in EPA. The Assistant Field Officer will directly report to the supervisor assigned by the EPA.





G. SCHEDULE FOR THE ASSIGNMENT

Successful candidates will be contracted for 18 months, with the potential for renewal based on performance and organizational needs. The duration will be negotiated with the individual. Services are expected to commence in July 2025. The first three months of the appointment of successful candidates will be a probationary period during which the suitability and capacity for the position to which you have been appointed will be assessed.

H. SELECTION CRITERIA

The Assistant Field Officer will be selected based on the following criteria.

RATING CRITERIA	
CRITERION	RATE
Achieved minimum qualification or certificate	30 points
Work experience (At least 3 years of work experience)	10 points
Understanding of coral restoration and environmental conservation principles.	10 points
Experience in working with ministries or national institutions that are concerned in a related field of Environment (2 points for each year)	10 points
Proof of proficiency in skills such as English and Dhivehi language, computer applications and donor fund management (2 points for each)	10 points
Interview	30 points

I. REMUNERATIONS

1. Successful candidates will be paid a fixed monthly salary of MVR 17,600.00 (Seventeen Thousand Six Hundred Rufiyaa)
2. Successful candidates are entitled to a Pension deduction (7%) from their monthly basic salary, per the Maldives Pension Act.
3. Ramadan allowance will be compensated at the Government's prevailing rates.
4. In addition, an allowance of MVR 1,500.00 (Thousand Five Hundred) will be given as per the procedure for each field trip participated.





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Environmental Protection Agency



J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope or can email it to the EPA secretariat indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV demonstrating that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.)
5. Work experience letters

K. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Environmental Protection Agency,
Dharubaaruge, Faashanaa Maalam, Male', Republic of Maldives, 20344
Email: hr@epa.gov.mv

