



## Terms of Reference for Projects Manager

Job Title:	<b>Projects Manager</b>
Location:	<b>Laamu Gan/ Remote work from Male'</b>
Reports to:	<b>Executive Director</b>
Contract type:	<b>Consultancy</b>
Contract:	<b>12 months, with possibility of extension</b>
Normal working hours:	<b>Five days per week (typically 09:00 – 17:00 Maldives time)</b>
Remuneration:	<b>Take-home MVR 22,667 – 25,135 per month (depending on qualifications and experience)</b>
Closing Date:	<b>21:00 Maldives time (UTC+05:00) on 28 December 2025</b>
Email applications to:	<b><a href="mailto:contact@maldivesresilientreefs.com">contact@maldivesresilientreefs.com</a></b>
Submission requirements:	<b>PDF format for all documents (see Application section)</b>

### **1. Organisational Background**

Maldives Resilient Reefs (MRR) is a Maldivian NGO dedicated to ensuring Maldivians benefit from the protection of marine ecosystems and the sustainable management of ocean resources. MRR focuses on (1) protection of biodiversity hotspots and (2) sustainable marine resource use across the Maldives. MRR is affiliated with the UK charity, Blue Marine Foundation, which works with governments, fishermen, communities and other NGOs to restore a healthy ocean forever, for everyone.

Since 2020, MRR has supported the designation of new Marine Protected Areas and Community Conserved Areas, developed models for sustainable resort reef fisheries, promoted responsible tourism and fisheries management, advanced marine nitrogen management, and increased public engagement through citizen science, advocacy and campaigns.

### **2. Programme Context**

MRR leads two priority projects under its Responsible Tourism portfolio:

- Fish For Tomorrow (FFT) — a sustainable resort reef fishery programme (Dhivehi: “Laamaseelu Masveriyaa”) that creates market incentives for resorts to source fish responsibly and engages local fishers to reduce harm to marine ecosystems. Piloted at Six Senses Laamu in 2020, FFT has expanded to additional resorts since 2023. MRR aims to scale

FFT nationwide, while maintaining adaptive, site-specific implementation with resort and community partners.

- Seagrass Industry Leaders' Circle — launched in 2025 to turn earlier #ProtectMaldivesSeagrass pledges into concrete conservation actions. Member resorts commit to protecting at least 80% of baseline seagrass areas; resorts without seagrass join as partners to raise awareness and support conservation. Nineteen resorts have joined to date; MRR will continue engagement, monitoring and outreach.

### **3. Role Summary**

The Projects Manager will lead planning, implementation and monitoring of the FFT and Seagrass Industry Leaders' Circle projects, support their expansion, and strengthen partnerships with resorts, local communities and other stakeholders. They will be expected to travel regularly to resorts and local islands and will work closely with MRR and Blue Marine Foundation teams.

#### **Key responsibilities**

##### **A. Project planning and implementation:**

- Lead operational planning, budgeting and implementation for FFT and Seagrass Industry Leaders' Circle activities.
- Prepare workplans, timelines and risk registers; ensure deliverables are met on time and within budget.
- Design and deliver trainings, workshops, visits and events for resort staff, fishers and communities.
- Maintain project databases and records; ensure data are accurate, secure and accessible.
- Analyse project data and prepare clear progress reports, monitoring updates and lessons-learned summaries.
- Monitor field activities, identify implementation challenges and propose timely corrective actions.
- Support MRR's other projects as required.

##### **B. Stakeholder Engagement and partnerships building:**

- Build and maintain strong relationships with resorts, fishers, community leaders, government agencies, NGOs, and donors.
- Represent MRR at stakeholder meetings, conferences, and public events.
- Facilitate stakeholder consultations and ensure inclusive, participatory approaches.

##### **C. Communications, outreach and advocacy:**

- Contribute to project related communications, including social media content, newsletters, case studies and promotional materials.
- Support the development of marketing and awareness materials that increases MRR's profile and the visibility of project successes.

##### **D. Monitoring, evaluation and learning (MEL)**

- Implement simple MEL systems for project activities, including indicators, baselines and data collection tools.
- Produce regular monitoring reports, contribute to donor reporting and support external evaluations when required.
- Capture and disseminate lessons learned and good practice.

##### **E. Innovation and continuous improvement**

- Identify opportunities to improve project delivery, efficiency and impact.

- Promote the use of appropriate technologies and digital tools to support monitoring, communications and stakeholder engagement

F. Administration and compliance

- Ensure compliance with MRR policies and donor requirements in project delivery.
- Support procurement, logistics and travel arrangements related to project activities.
- Keep accurate records of project expenditures and provide input to financial reconciliation processes.

#### 4. Candidate profile

The individual should be passionate about marine conservation and keen to learn and share knowledge with the wider community. This position offers the possibility of career progression within the organisation. **This position is open for both international and Maldivian applicants.**

#### Essential

- Bachelor's degree in environmental management, marine science, fisheries, project management or a related field, OR minimum three years' relevant professional experience.
- Proven project management skills, including planning, monitoring and reporting.
- Strong organisational, time-management and multitasking abilities.
- Excellent written and spoken English.
- Proficient with common office software (E.g., Microsoft Office) and comfortable with basic data analysis and spreadsheets.
- Strong interpersonal skills and ability to work independently, in remote environments and as part of a small team.
- Physically fit and willing to travel frequently to resorts and islands.
- Ability to obtain necessary permits to work in the Maldives.

#### Desired

- Master's degree in a relevant discipline OR at least five years' relevant experience.
- Fluency in spoken and written Dhivehi.
- Experience working in Maldivian tourism and/ or fisheries sectors.
- Demonstrable experience with marine conservation projects, community engagement and stakeholder facilitation.
- Experience working directly with resorts and private-sector partners.
- Experience in social media content creation and communications.
- Familiarity with digital monitoring tools (e.g. GPS, mobile data collection, GIS) and remote collaboration platforms.

#### Terms and conditions

- The role is offered as a consultancy contract for 12 months. Specific payment terms will be agreed in the contract based on deliverables and monthly invoices.
- The role will require regular travel within the Maldives; travel expenses will be covered as per MRR policy or agreed contract terms.
- The Projects Manager will be expected to comply with MRR's safeguarding, health and safety and code of conduct policies.

## **5. Application and selection process**

Please submit the following documents in PDF format to [contact@maldivesresilientreefs.com](mailto:contact@maldivesresilientreefs.com) by **21:00 Maldives time (UTC+05:00) on 28 December 2025**.

- A cover letter (maximum one page) explaining your suitability for the role and reason for applying.
- An up-to-date curriculum vitae.

### **Selection process**

- Only shortlisted candidates will be contacted for interview.
- Shortlisted candidates may be asked to provide additional documentation and referee details.
- MRR is an equal-opportunity employer and welcomes applications from diverse candidates.