

MRC-AD/MIS/2026/086

Consultancy Service - Report Editor to review National Risk Register and Assessment (NRRR) Report

Type of Contract	Individual
Type of consultancy	National
Duration	2 weeks (from award of contract)

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established under the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world’s largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict. MRC aims to be the nation’s leading humanitarian organization, with Units spanned all over the Maldives. It recruits members and volunteers, implements Programmes, and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement.

In partnership with the National Disaster Management Authority (NDMA), MRC is supporting the development of the National Risk Register and Assessment (NRRR) in line with the Maldives' Disaster Risk Reduction Strategy 2024–2030, NDMA's Strategic Plan 2024–2029, and MRC's Strategic Plan 2019–2030. The NRRR aims to strengthen national-level, multi-hazard risk information and supports evidence-based decision-making, coordinated risk reduction efforts, and long-term resilience building across sectors and communities in the Maldives.

Scope of Assignment

MRC is seeking to hire a consultant to review and edit the final draft of the National Risk Registry and Assessment Report.

Deliverables

The consultant hired is expected to produce a thoroughly revised and edited draft of the National Risk Registry and Assessment draft report (120 - 130 pages) to a satisfactory quality. In addition to correcting for any syntactical errors, the editor is also expected to rephrase where necessary to ensure narrative consistency, clarity and continuity of the reports content.

Reporting Line

The consultant will report to Manager, Programmes and Services and work in close coordination with National Disaster Management Authority (NDMA) focal point assigned.

Qualifications, experience & competencies

The consultant is expected to possess the following qualifications and expertise.

- 1- Excellent command of English
- 2- Minimum of 3 years' work experience in work involving writing and editing.
- 3- Must have experience in writing technical reports, assessment and policy documents.

- 4- Ability to quickly analyze and evaluation complex information.
- 5- Proven ability to deliver high quality results under tight deadlines.
- 6- Previous work with MRC or NGO experience in a similar role is highly desirable.

Fees & Payments

The consultant will be paid after the completion of the deliverables specified above. Consultant will be paid MVR 10,000.

Code of Conduct

During the term of consultancy: -

- Actively work towards the achievement of the MRC's goals and objectives.
- The MRC Code of Conduct must be signed and thoroughly followed by the consultant.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles.

Evaluation criteria

The consultant will be selected based on the following criteria.

Details	Maximum Points
Portfolio & Experience	80
Financial Proposal	20
Total	100

Submission requirements

All interested candidates are invited to submit their application through MRC's online application form on the website along with the following documentation before 2:00 pm, 24th May 2026.

- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae
- Financial Proposal for the Project
- Portfolio/examples of similar assignments that you have undertaken
- Copy of National ID card

For queries regarding the vacancy, please contact us at vacancies@redcrescent.org.mv