



**MINISTRY OF HEALTH**  
MALE'  
REPUBLIC OF MALDIVES

**TERMS OF REFERENCE FOR PROJECT MANAGEMENT UNIT STAFFS**

**PROJECT DESCRIPTION**

1. The project will provide Maldives with needed financing to sustain and upgrade its national coronavirus disease (COVID-19) vaccination program, implemented through the government's Expanded Program of Immunization (EPI) using the project investment component (PIC) modality of the Asia Pacific Vaccine Access Facility (APVAX) of the Asian Development Bank (ADB). The PIC grant will support investments for the storage, distribution, delivery, and administration of COVID-19 vaccines, along with related investments in capacity building, which will help ensure the success of the government's COVID-19 vaccine booster program.
2. The project is aligned with five of the operational priorities of ADB's Strategy 2030: (i) addressing remaining poverty and reducing inequalities; (ii) accelerating progress in gender equality; (iii) tackling climate change, building climate and disaster resilience, and enhancing environmental sustainability; (iv) strengthening governance and institutional capacity; and (v) fostering regional cooperation and integration.<sup>1</sup> It is consistent with ADB's country partnership strategy, 2020–2024 for Maldives, which prioritizes the strengthening of Maldives' health system.<sup>2</sup>
3. **Impact and outcome.** The project aims to support Maldives in implementing its COVID-19 booster vaccination program by timely addressing key remaining gaps of the vaccination system identified by the COVID-19 vaccine post-introduction evaluation report and further enhancing its climate and disaster resilience. The project is aligned with the following impact: resilience and responsiveness of health systems to COVID-19 enhanced, and uninterrupted supply of quality COVID-19-related vaccines ensured.<sup>3</sup> The project will have the following outcome: the deployment of COVID-19 vaccines and other vaccines under the Expanded Program on Immunization effectively managed. The design and monitoring framework is in Appendix 1. The beneficiary population of the project will include over 90% (0.5 million) of the entire population living across the country.
4. The project outputs are:

**OUTPUT 1:** Capacity of vaccine storage and transport system increased.

**Output 2:** Information management of the EPI strengthened for COVID-19 vaccination and routine immunization.

**Output 3:** Human resource capacity of the EPI enhanced.

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<sup>1</sup> ADB. 2018. *Strategy 2030: Achieving a Prosperous, Inclusive, Resilient, and Sustainable Asia and the Pacific*. Manila.

<sup>2</sup> ADB. 2019. *Maldives: Country Partnership Strategy (2020–2024)*. Manila

<sup>3</sup> ADB. 2021. *ADB's Support to Enhance COVID-19 Vaccine Access*. Manila; and Government of Maldives. 2018. *Strategic Action Plan: 2019–2023*. Malé.

## PROJECT MANAGEMENT UNIT FULL TIME OFFICERS

### 1. Project Manager (Full Time Officer)

Expertise:	Project Manager
Salary:	MVR 38550.00 per month
Expertise Group:	Management
TOR Keywords:	Project management, Administration, Supervision, Implementation
<p><b>Objective and Purpose of the Assignment:</b></p> <p>The selected candidate will directly work under the Project Director as the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to manage the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>	
<p><b>Scope of Work:</b></p> <p>The Project Manager will manage the overall implementation of the project within the Government of Maldives and the ADB guidelines. The Project Manager will also manage the staff (both regular and contract staff) of the PMU and will coordinate with the MOH for the management of the contract staff hired for the Ministry of Health. The Project Manager will directly report to the Project Director and will work in close collaboration with the relevant units of the Ministry of Health to ensure that the agreed project results are achieved within the stipulated project period.</p>	
<p><b>Detailed Task and/or Expected Output:</b></p> <p>The Project Manager will be:</p> <ul style="list-style-type: none"> <li>Responsible for implementation of all projects related activities identified under the project.</li> <li>Responsible to ensure that the agreed project related results defined in the design and monitoring framework, Gender Equality and Social Inclusion Plan are achieved timely.</li> <li>Supervise and facilitate the execution of the procurement of Goods, such as Medical Equipment, Health Products, Non-Health products and Non-Health Equipment, Civil Works; and Services including Consultancy Services, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on Procurement.</li> <li>Ensure that all procurements are according to ADB guidelines, rules, and regulations</li> <li>Review the procurement activities identified in the procurement plan to ensure timely project implementation.</li> <li>Supervise the disbursement of project funds and all finance related activities.</li> <li>Ensure that all reporting to ADB is carried out on a timely basis</li> <li>Ensure that all records of all items purchased and relevant details thereof with registers of assets and inventoried items and all financial transactions, carried out during the project.</li> <li>Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing</li> <li>Conduct meetings with senior authorities of the government to finalize the project documents</li> <li>As the secretary to the Project Steering Committee (PSC), ensure that the PSE regularly meets as scheduled.</li> <li>Any other tasks related to the Project, as advised by the Project Director.</li> </ul>	

**Minimum Qualification Requirements:**

The consultant should have

a post-graduate degree in Project Management, administration, business management, or related field and at least 8 years of experience in working in reputed organizations; and at least 4 years of experience in undertaking project supervision level activities in national / international projects is an advantage.

Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.

Minimum General Experience                    **8            Years**  
Minimum Specific Experience (relevant to        **4            Years**  
assignment)  
Regional/Country Experience **Required**

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

## 2. Finance Management Specialist (Full Time Officer)

Expertise:	Finance Management Specialist
Salary:	MVR 30840.00 per month
Expertise Group:	Finance Management
TOR Keywords:	Finance, management, disbursement,
<p><b>Objective and Purpose of the Assignment:</b></p> <p>The selected candidate will directly work under the Project Manager as the Project Finance Management Specialist of the Project Management Unit (PMU). The purpose of the assignment is to manage all finance related tasks of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>	
<p><b>Scope of Work:</b></p> <p>The Project Finance Management Specialist will manage the finance related activities of the project using the Government of Maldives and the ADB guidelines. The Finance Management Specialist will directly report to the Project Manager and will work in close collaboration with the relevant units of the Ministry of Health and Ministry of Finance to address finance related activities including the use of counterpart funds, provision of budget allocations, fund flow related tasks etc. to ensure that the agreed project results are achieved within the stipulated project period.</p>	
<p><b>Detailed Task and/or Expected Output:</b></p> <p>The Finance Management Specialist will be:</p> <ul style="list-style-type: none"> <li>Make the necessary arrangements to obtain the funds from the ADB imprest account</li> <li>Establish and maintain imprest and other accounts acceptable to the government and ADB.</li> <li>Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines</li> <li>Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements</li> <li>Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing</li> <li>Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook</li> <li>Establish financial management system for all expenditure of the project</li> <li>Prepare annual budget requirement of the project and submit to MOH to include in the annual budget proposal</li> <li>Provide a fund utilization report with project disbursement progress to national Project Steering Committee (PSC) for review</li> <li>Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the grant proceeds and out of counterpart funding.</li> <li>Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest accounts</li> <li>Implementation of financial management assessment recommendations by ADB</li> <li>Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU</li> </ul>	

Any other finance related task advised by the Project Manager			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
<p>a post-graduate diploma in Accounts, finance or related field and at least 5 years of experience in working in reputed organizations;  professional qualification (i.e. CPA, CA, etc); and  at least 3 years of experience in undertaking project finance management activities in national / international projects is an advantage.  Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.</p>			
Minimum General Experience	<b>5</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>	
Regional/Country Experience <b>Required</b>			
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

### 3. Monitoring Officer (Full Time Officer)

Expertise:	Project Monitoring Officer
Salary:	MVR 23130.00 per month
Expertise Group:	Project Monitoring
TOR Keywords:	Project monitoring, Design and Monitoring Framework, results monitoring, implementation progress
<p><b>Objective and Purpose of the Assignment:</b></p> <p>The selected candidate will directly work under the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to support in project monitoring tasks of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>	
<p><b>Scope of Work:</b></p> <p>The Project Monitoring Officer will coordinate with the MOH on the overall project monitoring including the implementation plan of the project, Design and Monitoring Framework (DMF) and draft the semi-annual Project Monitoring Report.</p>	
<p><b>Detailed Task and/or Expected Output:</b></p> <p>The Project Monitoring Officer will:</p> <ul style="list-style-type: none"> <li>Utilize the Project Implementation Plan of the project (given in the Project Administration Document) to monitor project implementation progress and will update the implementation status semiannually.</li> <li>Report on project implementation status and DMF achievement to the Project Manager for early intervention if needed.</li> <li>Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the Implementation plan.</li> <li>Coordinate with the relevant units of the MOH and update the DMF semiannually</li> <li>Discuss the DMF, Implementation plan at the Project Steering Committee under the guidance of the Project Manager</li> <li>Perform any other duties and responsibilities as assigned by the Project Manager</li> </ul>	
<p><b>Minimum Qualification Requirements:</b></p> <p>The consultant should have</p> <ul style="list-style-type: none"> <li>a Degree in Project Management, Public Health or related field and at least 4 years of experience in working in reputed organizations; and</li> <li>at least 1 year of experience in undertaking project monitoring activities in national / international projects is an advantage.</li> <li>Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.</li> </ul> <p>Minimum General Experience                    <b>4                    Years</b></p> <p>Minimum Specific Experience (relevant to                    <b>1                    Year</b> assignment)</p> <p>Regional/Country Experience <b>Required</b></p>	

<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

#### 4. Management Assistant (Full Time Officer)

Expertise:	Project Management Assistant (MS1 Level)	
Salary:	MVR 15420.00 per month	
Expertise Group:	Administrative Assistant / Management Assistance	
TOR Keywords:	Administrative Assistant / Management Assistance	
<b>Objective and Purpose of the Assignment:</b>		
<p>The selected candidate will directly work under the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to support in project management tasks as a management assistant of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>		
<b>Scope of Work:</b>		
<p>The Project Management Assistant will coordinate with the MOH on the overall project coordination and supporting the Project Manager in the implementation of the project.</p>		
<b>Detailed Task and/or Expected Output:</b>		
<p>The Project Management Assistant will:</p> <ul style="list-style-type: none"> <li>File and log correspondence, including incoming and outgoing communications as instructed by senior staff members.</li> <li>Ensure files and records are maintained in good order while maintaining its confidentiality</li> <li>Photocopies or scans materials upon request</li> <li>Assist and provide administrative and logistics support to office</li> <li>Assists in receiving and safekeeping of office supplies.</li> <li>Archiving documents/folders in consultation with the office staff.</li> <li>Maintains contact lists of phone and postal mail addresses of government units, organizations, and institutions</li> <li>Provide support and assistance to project related activities</li> <li>Perform any other duties and responsibilities as assigned by the Project Manager and other senior staff.</li> </ul>		
<b>Minimum Qualification Requirements:</b>		
<p>The consultant should have</p> <ul style="list-style-type: none"> <li>a Passed GCE (A/L) in any subjects and has a Diploma in Management or related field.</li> <li>at least 1 year of experience in undertaking project management assistant activities in national / international projects is an advantage.</li> <li>Basic knowledge on computer and office equipment and Working knowledge in English</li> </ul>		
Minimum General Experience	<b>1</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Year</b>
Regional/Country Experience <b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>



Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date    Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025
Full Time – 40 hours a week, for 36 months		

### WORKING HOURS, DEDUCTIONS AND LEAVE DETAILS

1. Working Hours: 08:00-14:00hrs, weekdays. The employees hired may be required to work additional hours outside the above working hours during the term of the contract.
2. The employees hired will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Leaves will be given as per Civil Service Regulation.
4. Code of Conduct: The employees hired under this TOR, shall follow and maintain the standard of professional code of Conduct set by the Civil Service Commission and Policies, Standards, Guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

### PROJECT MANAGEMENT UNIT STAFF'S SELECTION CRITERIA

The Project Management Unit Staff's (PMUs) will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Added Relevant Academic Qualification(s)	30
<b>Health Sector Related Donor Fund Projects Experience</b>	10
Other donor Fund Projects Experience	10
<b>Interview</b>	<b>35</b>
<b>Presentation</b>	<b>15</b>
<p><b>* Only qualified candidate will be called for the Interview.</b></p> <p><b>* 10 shortlisted candidates for each post will be qualified for the Interview.</b></p> <p><b>* Candidate must attain minimum of 50% out of 100%.</b></p>	

**02<sup>nd</sup> November 2022**

