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Ministry of Economic Development  
Male',  
Republic of Maldives



## **Sustainable and Integrated Labor Services (SAILS)**

(P177240)

### **Term of Reference**

for

### **Project Coordinator (Local)**

#### **1. Background**

The government of Maldives (GOM) intends to introduce a new Unemployment Benefits Act that will extend contributory social insurance to all Maldivian workers. The government will establish an Unemployment Insurance (UI) scheme which will be complemented by an integrated program of job search assistance and labor market reinsertion initiatives. The UI scheme will be designed to complement the Maldives Retirement Pension Scheme (MRPS), and the project will support the development of policy measures and capacity building to ensure the long-term fiscal sustainability of the MRPS and Old Age Basic Pension (OABP).

The Employment Services (ES) will serve as a platform for strengthening Active Labor Market Program (ALMP), addressing the challenges faced by Maldivians in finding employment, and building an integrated Labor Market Information System (LMIS). The scheme will pursue partnerships with government and non-government agencies aimed at promoting female employment, filling strategic gaps in the labor market (such as green and blue economy jobs), and replacing migrant workers with locals in the tourism industry.

The Government of Maldives (GoM) is implementing the “Sustainable and Integrated Labor Services (SAILS)” Project. The project is funded by the World Bank. The project objective is to improve social protection coverage and employability of Maldivian workers by establishing a contributory unemployment insurance scheme and integrated labor market services and, in the case of an eligible crisis or emergency, respond promptly and effectively to it. The project is being jointly administered by the Economic Development (MoED) and Maldives Pension Administration Office (MPAO) with a Project Steering Committee that is co-chaired by the MPAO and the MoED.

The project comprises of three components and a Contingent Emergency Component. The three primary components are;

#### **Component 1: Integrated Labor Market Services**

- 1.1: Establishment of policy and legal framework
- 1.2: Strengthening internal systems for program administration
- 1.3: Development and implementation of the ES scheme
- 1.4: Establishment of the Job Center service centers nationwide



Component 2: Strengthening Social Insurance:

- 2.1: Provision of seed financing of UI Solidarity Fund
- 2.2: Strengthening of internal systems and processes for fund administration
- 2.3: Financial management, compliance and audit
- 2.4: Strategic planning for the sustainability of social insurance

Component 3: Project Coordination, Monitoring and Evaluation

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract a **Project Coordinator**.

## **2. Objectives**

1. The Project Coordinator is expected to report to the World Bank Project Director and the Ministry of Economic Development.
2. Manage the SAILS Project as per the objectives defined and agreed by the World Bank and the Government of Maldives, whereby establishing the mechanism to improve efficiency and transparency in the delivery of the outcomes of the Project

## **3. Scope of Services**

1. With direction from Project Director Manage day-to-day tasks and oversight of project activities
2. Ensure all project documentation regarding the project activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
3. Prepare progress reports and other project management reports
4. Manage the arrangement of trips and other programmes and events
5. Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes etc
6. Carry out other tasks and responsibilities of similar nature to those listed above as determined from time to time by the implementing agencies and Project Coordinator



#### **4. Reporting Obligations**

The Project Coordinator shall carry out the reporting obligations as follows:

The Project Coordinator shall report to the Ministry of Economic Development and the World Bank Project Coordinator and the Project Director on the status of the assignment on a regular basis

#### **5. Required Expertise and Qualifications**

The Project Coordinator should have:

1. Bachelor's Degree in Finance, Economics, Project Management or equivalent with at least 3 years of relevant work experience
2. Previous experience to manage projects, and prepare essential management reports will be an added advantage.
3. Possess analytical, administrative, and computer skills in spreadsheets and any other application.
4. Experience and technical experience in previous projects will be an added advantage
5. Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities,
6. Demonstrated ability in team management and collaboration
7. Fluency in English
8. Computer literacy

#### **6. Contract Duration**

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in **December 2022**.

#### **7. Remuneration**

The Project Coordinator will be paid a lump sum of MVR 19,500 – MVR 22,400 per month.

#### **8. Required Documents**

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- I. Expression of interest letter
- II. Curriculum vitae indicating all experience from similar jobs
- III. References



## 9. Expression of Interest Application Submission

- I. Deadline for submission of the application is 4<sup>th</sup> December 2022 (04:00pm)
- II. Application should be emailed to the following contact details.

Shuhad Ibrahim  
Project Director  
Sustainable and Integrated Labor Services Project (SAILS)  
P177240  
Ministry of Economic Development  
Boduthakurufaanu Magu, Malé, Maldives  
Email: [recruitment@trade.gov.mv](mailto:recruitment@trade.gov.mv)