

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Economic Development
Male',
Republic of Maldives



Sustainable and Integrated Labor Services (SAILS)

(P177240)

Term of Reference

for

Project Manager (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 Manager**.

2. Objectives

1. The Project Manager is expected to report to the World Bank Project Director/Deputy 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

- Managing the project in accordance with the agreement between the Government of Maldives and the World Bank, connected documents and government procedures, circulars and guidelines as appropriate;
- Managing and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, and leading staff of the PMU.
- Identify implementation arrangements and needed resources to implement the project and
- ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the World Bank as well as the procurement of goods, works and services in accordance with World Bank guidelines.
- Oversee and ensure appropriate supervision of the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders
- Be accountable and manage the resources (including human resources), assets and finance.



- Ensure the performance expected from subordinate project staff are in line with the assigned duties and responsibilities and factored in to achieve objectives and results indicators of the project,
- Coordinate with other stakeholders;
- Ensure that policies and procedures are followed, and the system is effective.
- Ensure documents are recorded, maintained and stored properly and at the end of the project, transferred to an office or officer as directed by the Government of Maldives and the World Bank.

4. Reporting Obligations

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

The Project Manager shall report to the Project Director/Deputy Project Director on the status of the assignment on a regular basis

5. Required Expertise and Qualifications

The Project Manager should have:

1. A Master's Degree in Accounting, Finance, Project Management, Economics, or Business Administration with a Minimum 5 years of relevant experience, OR
2. Bachelor's Degree in Finance, Economics, Project Management or equivalent with at least 10 years of relevant work experience
3. Previous experience to manage projects and preparing essential management reports will be an added advantage
4. Experienced to manage projects, prepare essential management reports
5. Possess analytical, administrative, and computer skills in spreadsheets and any other application.
6. Experience and technical experience in previous projects will be an added advantage
7. Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities,
8. Demonstrated ability in team management and collaboration
9. Fluency in English
10. 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 Manager will be paid a lump sum of MVR 27,800 – MVR 32,000 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 4th December 2022 (04:00pm)
- II. Application should be emailed to the following contact details.

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