



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.¹ It is consistent with ADB's country partnership strategy, 2020–2024 for Maldives, which prioritizes the strengthening of Maldives' health system.²
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.³ 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.

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

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

³ 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. Management Assistant

Expertise:	Project Management Assistant
Salary:	MVR 15420.00 per month
Expertise Group:	Administrative Assistant / Management Assistance
TOR Keywords:	Administrative Assistant / Management Assistance
Objective and Purpose of the Assignment: 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.	
Scope of Work: 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.	
Detailed Task and/or Expected Output: The Project Management Assistant will: <ul style="list-style-type: none"> File and log correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining its confidentiality Photocopies or scans materials upon request Assist and provide administrative and logistics support to office Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office staff. Maintains contact lists of phone and postal mail addresses of government units, organizations, and institutions Provide support and assistance to project related activities Perform any other duties and responsibilities as assigned by the Project Manager and other senior staff. 	
Minimum Qualification Requirements: The consultant should have <ul style="list-style-type: none"> Diploma in Management or related field. at least 1 year of experience in undertaking project management assistant activities in national / international projects is an advantage. Basic knowledge on computer and office equipment and Working knowledge in English is an advantage 	
Minimum General Experience	1 Years
Minimum Specific Experience (relevant to	1 Year

assignment) Regional/Country Experience Required		
Deliverables	Estimated Submission Date	Type
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		

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)	05
Health Sector Related Donor Fund Projects Experience	10
Other donor Fund Projects Experience	10
Interview	50
Presentation / Assessment	25
<p>* Only qualified candidate will be called for the Interview.</p> <p>* 10 shortlisted candidates for each post will be qualified for the Interview.</p> <p>* Candidate must attain minimum of 50%.</p>	

08th January 2023

