



**National Centre for Information Technology**

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

**TERMS OF REFERENCE**

Announcement Reference no:	(IUL)164-HR/1/2023/3	Date	10 January 2023		
Project	Adaptation, Decentralization and Diversification Project (P177040)				
Position Name	Project Manager				
Vacancy	1	Type of Contract	Individual	Duration	5 Years

**A. BACKGROUND**

The Digital Maldives for Adaptation, Decentralization and Diversification Project (P177040), aims to support the Maldives in its digital transformation and adaptation to climate change, through improving the enabling environment for Internet service provision and for the digital economy as a whole, establishing a shared data platform to support the implementation of climate change adaptation and strengthening digital identity verification and authentication for an improved service delivery experience both in-person and online. This project is funded by a grant from the World Bank and will be led by the Ministry of Environment, Climate Change and Technology (MoECCT). It is implemented by the PMU established by the MoECCT at the National Centre for Information Technology (NCIT) for the implementation of the National Digital Action Plan 2021-2023. Key implementation partners include the Communications Authority of Maldives (CAM) and the Department of National Registration (DNR).

**B. PROJECT DESCRIPTION**

The proposed Project aims to support the use of digital technologies to decentralize, diversify and to adapt to climate change. The project objective is to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around four components and the proposed activities are conceived following the country's priorities and funding needs in the medium term: (a) Enabling environment for improved digital



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connectivity and competitiveness; (b) Digital identification for improved online and in-person service delivery; (c) Digital technologies and data platform for climate resilience; and (d) project management and implementation support

The project will assist the government in laying the legal and regulatory foundations for the digital economy and the provision of digital services, fostering the growth of high-quality and reasonably priced Internet services, and fostering trust in digital transactions and service delivery. To do this, the project will fund technical assistance to strengthen legal and regulatory frameworks in such areas as data protection, cybersecurity and cybercrime, electronic transactions, identification, and provide support for their operationalization through enhancing institutional capacity and developing pertinent roadmaps, strategies, and other tools and guidance.

By supporting the establishment of the Government Digital Services (GDS) and empowering CAM, the project will further aid in the strengthening of public institutions and the development of capacity. It will also support the regulation and enforcement of government policy to ensure better and more reasonably priced Internet services for the public and private sectors.

Through a two-pronged approach that includes (a) the modernization of existing identity management software and hardware and the introduction of a new digitally enabled ID credential, issued by the Department of National Registration, and (b) the operationalization of a digital ID system to enable secure data sharing and efficient service delivery, the project will help improve trust and efficiency in both in-person and online transactions and service delivery.

The project will also help the scaling up and modernization of current digital assets to enhance service delivery as well as the utilization of new digital solutions to better utilize data for climate change adaptation and other purposes.

### C. OBJECTIVES OF THE ASSIGNMENT

Manage the project team for the overall day to day management and coordination of the Project.



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Manage the DDP Project as per the objectives defined and agreed between the World Bank and the Government of Maldives, whereby establishing the mechanism to improve efficiency and transparency in the Project implementation; enabling and facilitating institutions to obtain the required information accurately on time and to make selections objectively and verifiably; and make payments efficiently and transparently.

#### D. OVERALL RESPONSIBILITY

The Project Manager is responsible for coordinating the Project activities during the Project cycle from preparation and implementation to completion, reporting and Project closing. The Project Manager will carry out inter alia, several tasks, including but not limited to the following:

- 1) Lead, coordinate and facilitate the planning, development, and implementation of the Project activities, as per guidance of the Project Director
- 2) Prepare Project Implementation Plan including the identification of project activity targets.
- 3) Undertake and supervise implementation of the Project components and activities on a regular basis.
  - a. Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
  - b. Monitor Project staff regarding the progress of the Project
- 4) Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
- 5) Coordinate and manage communication activities between various agencies involved in the Project, including training providers and trainees.
- 6) Oversee and coordinate the work of the Project Management Unit staff.
- 7) Implement the Project to achieve the agreed development objective, and in conformity with the grant financing agreement
- 8) Effectively organize and coordinate and monitor the implementation of Project activities, including impact monitoring and development of appropriate indicators
- 9) Identify problems as they arise during implementation and take timely remedial action



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- 10) Disseminate Project reports and respond to queries from concerned stakeholders
- 11) Participate in review/evaluation of Project reports and documents and participate in funding agency review missions and review carried out by implementing agencies
- 12) Ensure information/reports such as work plan, Project review reports, Project progress reports and other documentation requested by implementing agency or funding agency for review and presentation are provided in a timely manner
- 13) Ensure that the work is carried out according to the Action Plan
- 14) Accomplish other tasks related for Project management as per the need of the Project assigned by Project Director.
- 15) Any other duties assigned by the Project Director

#### E. SCOPE OF SERVICES

The work of the Project Manager will include the following tasks, among others:

- 1) Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
- 2) Coordinate and manage communication activities between various agencies involved in the Project, including training providers and trainees.
- 3) Oversee and coordinate the work of the Project Management Unit staff.
- 4) Implement the Project to achieve the agreed development objective, and in conformity with the grant financing agreement
- 5) Effectively organize and coordinate and monitor the implementation of Project activities, including impact monitoring and development of appropriate indicators
- 6) Identify problems as they arise during implementation and take timely remedial action
- 7) Disseminate Project reports and respond to queries from concerned stakeholders
- 8) Participate in review/evaluation of Project reports and documents and participate in funding agency review missions and review carried out by implementing agencies

#### F. QUALIFICATION AND EXPERIENCE

Masters' Degree and above in IT Project Management, Project Management, Business Administration or related field, with professional work experience of 7 years or more;



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#### G. ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank financed projects
- 2) Experience on projects financed by international agencies
- 3) Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods
- 4) Understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank
- 5) Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing

#### H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 5 years with the potential extension based on need and performance. The successful consultant is expected to commence the services in February 2023.

#### I. REMUNERATION AND OTHER BENEFITS

- 1) Take home package of MVR 33,600 to MVR 38,600 per calendar month, calculated based on education and experience, as remuneration for the services provided.
- 2) Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
- 3) Participate in the “Maldives Retirement Pension Scheme”.
- 4) Ramadan Allowance.
- 5) Leave(s) in accordance with the rules and regulations of Maldives.

#### J. REPORTING OBLIGATIONS

- 1) This position is based at the PMU at the National Centre for Information Technology
- 2) The Project Manager will report and advise the Project Director and/or his designate on behalf of the Client, on all aspects of procurement management throughout the duration of the contract.
- 3) The Project Manager is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
- 4) The Project Manager shall provide all the necessary reports and updates to the Project Director whenever needed.
- 5) The Project Manager is required to report to work in official attire.
- 6) The Consultant shall carry out the reporting obligations as follows:



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- (i) Monthly Reports: The Consultant shall submit Monthly Reports acceptable to the client, including details of activities undertaken during the reporting period along with an invoice claiming for the services provided within three days after the end of the reporting period.
- 7) The Consultant is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.
- 8) The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

#### K. SERVICE AND FACILITIES

- 1) Office space and other facilities as computers will be provided as required.

#### L. SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

<b>Criteria</b>	<b>Points</b>
Educational Qualification (Section F)	10
Work Experience (Section F)	30
Additional Skills/ Expertise (Section G)	20
Interview	40

#### M. SUBMISSION REQUIREMENTS

- 1) Letter of Expression of Interest
- 2) Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences).
- 3) Copy of National ID Card.
- 4) Copies of Accredited Academic Certificates
- 5) Certificates/ Letter of completion from the university.
- 6) Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities.
- 7) Candidates must submit additional documents to prove expertise/experience in areas highlighted in section D and section E.
- 8) Interested candidates may email their proposals on or before the deadline specified in this section. The time that the sender email is received to the



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email specified will be considered as the received time. Applications received after the deadline will not be accepted.

9) Deadline for submission: 1330hrs, Wednesday, 18 January 2023

10) Applications should be sent to: [jobs@ncit.gov.mv](mailto:jobs@ncit.gov.mv)

11) Emails to be addressed to:

Human Resource Section  
National Centre for Information Technology  
No 64, Kalaafaanu Hingun  
Male', 20064  
Republic of Maldives