

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Economic Development  
Male',  
Republic of Maldives

**Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)**

**P163818**

**Terms of Reference**

**for**

**Assistant Business Analyst**

**1. Background**

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided/collided with the rapid growth in lowskill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

The Government of Maldives (GoM) is implementing the "Maldives: Enhancing Employability and Resilience of Youth (MEERY)" Project. The project is funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being jointly administered by the Ministry of Higher Education (MoHE) and Ministry of Economic Development (MoED), with a Project Steering Committee that is co-chaired by the MoHE and the MoED.

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

Component 1: Fostering skills development and entrepreneurship in priority sectors through four subcomponents:

- 1.1: Labor-market assessment and analysis for demand driven skills identification
- 1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum
- 1.3: Face-to-Face Skills Delivery.
- 1.4: Support for Entrepreneurship Development.



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Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

- 2.1: Strategy Development, Strengthening and Diversifying skills development programs.
- 2.2: IT infrastructure for skills development and jobs platform.
- 2.3: Career hubs for education-industry linkages.

Component 3: Project Coordination, Monitoring and Evaluation

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract an **Assistant Business Analyst**.

## **2. Objectives**

The MED wishes to contract an Assistant Business Analyst who will assist the project team for the overall day to day management and coordination of the project.

## **3. Scope of Services**

The work of the Assistant Business Analyst will include the following tasks, among others:

1. Assist the Business Analyst to review the feasibility of the business proposals, budgets, and forecasts by reviewing and comparing with the set qualifying criteria.
2. Assesses the eligibility of applicants against the backdrop of the profile of the self-employment businesses.
3. Assist the evaluation and assessment of the feasibility of the business proposals, budgets, and forecasts by the applicants.
4. Advise individuals that approach the support service and recommend options.
5. Assist and support the project implementation activities ensuring timely completion of the grant activities.
6. Ensure all project documentation regarding the grant activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.
7. Any other project related activity assigned by the Project Director.

## **4. Reporting Obligations**

The Assistant Business Analyst shall report to the Project Director on the status of the assignment on a regular basis.



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

The Assistant Business Analyst should have:

1. A' Level or suitable equivalency of qualification with minimum of 6 months of relevant work experience.
2. Knowledge of diverse business matters such as Finance, IT, Marketing, HR etc.
3. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
4. Strong management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multidisciplinary team.
5. Analytical mind with excellent data collection and analysis skills.
6. Aptitude in creative problem-solving
7. Good written and oral Dhivehi and English communication skills.

## **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 **February 2023**.

## **7. Remuneration**

The Assistant Business Analyst will be paid salary as per Civil Service Salary Structure (Support Officer - GS 3 Level).

## **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



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## 9. Expression of Interest Application Submission

- I. Deadline for submission of the application is **16<sup>th</sup> February 2023 (04:00pm)**
- II. Application should be emailed to the following contact details.

Thaasyn Hilmy  
Project Director  
Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)  
P163818  
Ministry of Economic Development  
Boduthakurufaanu Magu, Malé, Maldives  
Email: [recruitment@trade.gov.mv](mailto:recruitment@trade.gov.mv)