



Ministry of Economic Development  
Male',  
Republic of Maldives

## **Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project**

### **Term of Reference and Scope of Services for Monitoring and Evaluations Officer (local)**

#### **1. Background**

The Government of Maldives (GoM) through the support of the Islamic Development Bank (IsDB) are implementing the *Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project* to upscale up to 200 fishing vessels in the Maldives.

The objective of the project is to contribute to achieving the Policy 5: Increase profitability from fishery activities ('Hama Agu' Policy) of the country's Strategic Action Plan (SAP) for 2019-2023, in particular the Strategy 5.2: Promote and facilitate access to technologies and techniques to increase profitability, improve catch quality, and reduce postharvest losses.

Through this project, interested and eligible fishing vessels will receive the required support to extend the duration of time fish can be stored through the installation of refrigerated sea water systems (RSW), to adapt renewable energy solutions through the installation of solar PV plants and to find new and more lucrative market opportunities through the enhancement of market linkages.

In order to implement the activities of the project and achieve its object, a Project Management Unit is established at the Ministry of Economic Development. As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract services of a **Monitoring and Evaluation Officer**.

#### **2. Objectives**

- The Ministry of Economic Development wishes to contract a Monitoring and Evaluation Officer who will monitor project implementation and assess the performance of the project based on project results framework indicators.
- To collect, process and manage data as appropriate from various sources, and assist Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project document.



### 3. Scope of Services

The work of the Monitoring and Evaluation Officer will include the following tasks, among others:

- Lead the development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework)
- Ensure implementation of M&E activities (e.g. periodic assessments/review including PIASR & PCR) and document the findings and suggest PMU with recommendations
- Prepare and submit M&E inputs as per the Results Framework to the consolidated quarterly/annual project implementation progress reports, meeting the deadline as per the requirement of project and IsDB.
- Prepare review and assessment plan and tools, carrying out training, designing M&E tools and providing M&E technical assistance.
- Ensure quality control of M&E outputs, including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted.
- Assess progress of annual work plan and donor/GoM recommendations. Facilitate project progress, conduct field visits and stakeholder consultations, analyze operational performance, trends, and disbursements, highlighting problem areas and risks.
- Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.
- Documentation of lesson learns and as case story/report and report them to Executing Agency/Donor
- Collaborate with the IsDB in the design and implementation of project and impact evaluations, policy analyses and studies.
- Ensure that gender disaggregated data is available for reporting in the bi-annual project progress monitoring and evaluation reports.
- Tracking progress made on the Project's Results Framework during project implementation and keep record of progress on beneficiaries/fishermen and document key results as necessary
- Ensure that the Grievance Redress Service (GRS) is tracking complaints and MoED responses and prepare bi-annual reports.
- Support the coordination of Implementation Support Missions, Technical and Review Missions including logistical arrangements thereof as agreed by the GoM and the IsDB and follow up on the implementation of agreed actions arising from those missions.
- Accomplish other tasks related for preparing, monitoring, evaluation, and management information system as per the need of project assigned by Project Director.
- Any other duties assigned by the Project Director.



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

The Monitoring and Evaluations Officer shall report to the Project Director on the status of the assignment on a regular basis.

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

The Monitoring and Evaluations Officer should have:

- Bachelor's Degree in Economics, Management, Business Administration, Project Management, Finance, or suitable equivalency with minimum of 3 years of suitable work experience.
- Must have previous experience in Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods
- Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and can work efficiently and effectively with a multi-disciplinary team.
- Good written and oral Dhivehi and English communication skills.

In addition to the above, the Monitoring and Evaluation Officer's reputation of integrity and impartiality routed in independent from third parties shall be considered.

#### **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 Monitoring & Evaluation Officer will be a gross pay of MVR 20,000 per month.



-4-

## 8. Required Documents

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

- Expression of interest letter
- Educational certificates
- Letters stating your work experience
- Curriculum vitae indicating all experience from similar jobs

## 9. Expression of Interest Application Submission

Interested applicants may obtain further information at the address below during office hours 08:00 to 16:00 hours (local time). Your applications are to be sent to this same address.

Niushad Saeed, Project Director

Ministry of Economic Development, 11th Floor, Velaanaage, Ameer Ahmed Magu

Telephone: +960 332-3668

Fax: +960 332-3668

Email: [recruitment@trade.gov.mv](mailto:recruitment@trade.gov.mv)

Website: <https://www.trade.gov.mv/>

Applications must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **20<sup>th</sup> February 2023.**