

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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 Project Manager (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 Project Manager.

#### **2. Objectives**

- The MED wishes to contract a Project Manager who will manage the project team for the overall day to day management and coordination of the Project.
- Manage the project as per the objectives defined and agreed between the IsDB and the GoM, 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.



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### 3. Scope of Services

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:

- Lead, coordinate and facilitate the planning, development, and implementation of the project activities.
- Prepare a project implementation plan including the identification of project activity targets.
- Undertake and supervise implementation of the components of the project and activities on a regular basis.
- Address Audit Findings and ensure Financial governance of the project.
- Ensure successful completion of the project timely and facilitate Project Completion Report (PCR).
- Monitor the progress of activities undertaken by agencies, employers and training providers during the Project implementation process and assist the efficient implementation of the Project
- Monitor Project staff on the progress of the project
- Provide guidance in preparing the Annual Work Plan and budgets for the stakeholder agencies and finalize the Annual Budgets and Work Plans.
- Prepare and track annual work plan for the project and ensure its implementation.
- Coordinate and manage communication activities between various agencies involved in the Project.
- Oversee and coordinate the work of the PMU staff.
- Implement the Project to achieve the agreed project objective, and in conformity with the principal project agreements
- Effectively organize and coordinate and monitor the implementation of Project activities, including impact monitoring and development of appropriate indicators
- Identify problems as they arise during implementation and take timely remedial action
- Disseminate Project reports and respond to queries from concerned stakeholders
- Participate in review/evaluation of Project reports and documents and participate in funding agency review missions and review carried out by implementing agencies
- 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
- Ensure that the work is carried out according to the Action Plan
- Accomplish other tasks related for Project management as per the need of the Project assigned by Project Director.
- Any other duties assigned by the Project Director.



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

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

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

The Project Manager should have:

- A Master's Degree in Social Science, Accounting, Finance, Project Management, Economics, Business with a Minimum 3 years' of relevant experience OR a bachelors degree in Social Science, Accounting, Finance, Project Management, Economics, Business with a Minimum 7 years' of relevant experience
- Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods will be an added advantage.
- Must have knowledge and understanding of technical, commercial, and legal aspects on procedures and regulations of the donor
- 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 Project Manager'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 **March 2023**.

#### **7. Remuneration**

The Project Manager will be paid a gross pay of MVR 25,000 per month.



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## 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 14:00 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 **21<sup>st</sup> March 2023.**