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Ministry of Economic Development
Male',
Republic of Maldives

Terms of Reference

Support Staff (Local, MS2 Rank)

(Senior Administrative Officer Grade-2)

World Bank Project Management Unit

COVID-19 EMERGENCY INCOME SUPPORT PROJECT

A. Background

The World Bank Group's Country Partnership Framework endorsed by the Maldives and the World Bank board in May 2016, aims to support Maldives to achieve more inclusive and sustainable growth, making better use of the country's assets - human capital, natural assets, and financial resources.

The current World Bank engagement is focused on projects in fisheries, solid waste management, public financial management, improving employment with a special focus on tourism and IT sectors, renewable energy, urban development, COVID-19 response, and improving the country's health and social security systems.

One of the key initiatives under this response was the **COVID-19 Emergency Income Support Program** implemented with assistance from the World Bank. This project will assist the GoM to respond to the COVID-19 crisis and build better social protection systems to improve responsiveness and resilience in the future. Under the first component of the project, (a) financing the *COVID-19 Support Allowance*, has been implemented by the MoED in partnership with NSPA. During the program, which was carried out in 2020, over 20,000 affected individuals has been supported through an allowance. Although it is a temporary program, the data collected on beneficiaries will provide a basis for further government support, activation, and reinsertion activities over time, with the objective of ensuring both the immediate welfare of beneficiaries and the rapid recovery of the economy and employment.

The ISA program was concluded in December 2020 and the project was for targeted support to the long-term unemployed, aimed at reskilling and re-employment, as well as support for the self-employed workers.

In this regard World Bank is aiding the government of Maldives for upskilling of jobseekers in priority trades, conduct Apprentice programs for unemployed and Entrepreneurship programs for self-employed workers. The details of the programs are as follows:

- (a) In the Upskilling of jobseekers in priority trades. Certificate-level training courses for unemployed Maldivians will be provided through accredited Maldivian training institutes.



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- (b) Apprenticeship program. The Project will finance apprenticeships unemployed Maldivians in Maldivian firms and SOEs in priority sectors. The apprentices will be selected competitively from the ISA beneficiaries expressing interest in the program and employed in the firm for a period of 6 months. During this time, they will benefit from on-the-job training at the firm and will be provided a stipend as support.

- (c) Entrepreneurship program. This subcomponent will finance business skills training and capital improvement grants to self-employed workers impacted by the COVID-19 pandemic. Upon successful completion of the clinic and presentation of a business plan, beneficiaries will receive a business development grant. The subcomponent will finance ongoing mentoring to the beneficiaries for the duration of the Project.

Ministry of Economic Development (MoED) will be disbursing the payments for the beneficiaries under these programs. In this regard, to strengthen the disbursement process, Ministry of Economic Development wishes to contract the services of a support staff that will be based in Ministry of Finance.

B. Objectives

1. The Ministry of Economic Development (MoED) is seeking to contract a Senior Administrative Officer (Grade-2) to undertake administrative support for the disbursement of funds under the project.



C. Scope of Services

- Coordinate and lead all activities related to disbursement of payment to beneficiaries and ensure timely delivery of the outputs
- Responsible for undertaking verification of all payment lists received to income support program services to ensure disbursements to beneficiaries
- Manage payment list generation, verification, processing, updating and reporting via the Software application developed for payment disbursements
- Maintain logs of issues encountered and coordinate with stakeholders to ensure smooth disbursements of payments.
- Ensure timely, accurate and efficient preparation and management of documents and reports. Including sorting, filing, storing and retrieval of both electronic and hard copy documents.
- Preparation and updating of SOPs regarding disbursement of payments
- Provide support for Program Implementation Section in their tasks to ensure all payments of programs are processed on time and harmonized as per guidance from Supervisor
- Preparation of payment requests to be send to MMA for payment processing
- Prepare project expenditure JVs to be uploaded to Public Accounting system
- Project expenditure reconciliation and any other payment related works assigned by the section head
- To assist in processing payments through public accounting system

D. Reporting Obligations

The support staff shall carry out the reporting obligations as follows:

- The support staff shall report to Project Director and to the designated Head of department at the Ministry of Finance on the status of the assignment on a regular basis.

E. Required Expertise and Qualifications

The support staff should have:



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- At least Level 5 or 6 Certification under Maldives National Qualification Framework in business Administration, Business Management, Financial Management, Accounting or Public Administration and at least 2 years' experience in Administration or Management.

or

- Level 7 or 8 Certification under Maldives National Qualification Framework in business Administration, Business Management or Public Administration.

F. Contract Duration

This is a 7-month contract ending **December 2023**

Upon signing of the contract, 3 months shall be counted as the probationary period. This contract is expected to commence in **May 2023**.

G. Remuneration

Monthly salary will be paid as follows:

Basic:	MVR 6295
Service Allowance:	MVR 2000
Supporting Co Allowance:	MVR 900
Special Duty Allowance:	35% of basic salary
Overtime and pension contribution:	as per civil service regulation

H. 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

I. Expression of Interest Application Submission:

- I.Deadline for submission of the application is 2nd May 2023 (04:00pm)
- II.Application should be emailed to the following contact details.



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Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face-to-face interview