

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Maldives Atolls Education Development Project (AEDP: P177768)
Ministry of Education
Republic of Maldives

TERMS OF REFERENCE

PROJECT OFFICER

1. Background

The Maldives Atoll Education Development Project (AEDP) is organized under five components: (a) enhancing curriculum delivery; (b) continuing teacher development; (c) measuring and enhancing system performance; (d) coordination, monitoring, capacity building and technical assistance; and (e) contingent emergency response. These components and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE); the Ministry of Finance and Treasury (MoFT); the atoll education agencies; public and private employers; academics and school principals, teachers, parents and students. The components and activities are also based on the knowledge and experience gained through the implementation of the Learning Assessment and Measurement (LAMP) Global Partnership for Education (GPE) trust fund.

The Government of Maldives (GoM) is implementing the “Maldives: Atoll Education Development Project (AEDP) Project. The project is funded by the World Bank. The objective of the project is to increase access to education and enhance the quality of secondary education.

Component 1: Enhancing Curriculum Delivery and Increasing Higher Secondary Participation

The objective of this component is to promote strategic initiatives at the country level to strengthen and develop the general education system with a special focus on secondary grades. The activities under this component will be mainly implemented by schools with policy and technical support of the Ministry of Education (mainly PPR and School Administration Section), National Institute of Education (NIE), and the Department of Inclusive Education (DoIE).

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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Component 2: Continuing Teacher Development

The component will assist GoM to carry out a program of continuing teacher development activities. The activities under this component will be mainly implemented by schools with the policy and technical support of the NIE.

Component 3: Measuring and Enhancing School and System Performance

The component will assist GoM to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. The activities under this component will be mainly implemented by the QAD, and by schools with the policy and technical support of the QAD.

Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance

Under this component the Project will help the MoE to coordinate and monitor the Projects' activities, as well as provide technical assistance and knowledge support to the MoE's agencies and to schools.

Effective implementation of day-to-day operations is extremely important for the success of the AEDP. In particular, the project will have a strong emphasis on managing the resources which are dedicated to the delivery of the services critical to the achievement of the target results of the AEDP, including the intermediate outputs, outcomes, and overall project outcomes. The Project Officer will be responsible for assisting the AEDP OMSU to establish, maintain, and implement sound operations and monitoring systems.

2. Objectives

The Project Officer will be appointed to work under the supervision of the Project Implementation Specialist or the Project Director and will be responsible for assisting in all aspects of the project during its implementation phases.

3. Scope of Services

- Assist to implement the various components of the project.

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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- Coordinate and facilitate in implementation of day-to-day activities related to project components.
- Organize workshops, seminars, and conferences for sharing of knowledge, best practice, and project progress.
- Assist to facilitate project progress, conduct field visits, analyze operational performance, trends, and disbursements, highlighting problem areas and risks, assist with the preparation of relevant documentation (such as procurement documents) and reviews (such as reviews during the implementation of procurement processes).
- Assist in maintaining the attendance and leave records of all employees.
- Any other duties assigned by the Project Implementation Specialist or the Project Director.

4. Required Qualifications and Experience

- Bachelor's Degree in a related field.
- 3-5 years of work experience.

5. Professional Competencies:

- Ability to read and write fluent English and produce project reports in English for regular and continuous presentations to WB staff and other Development Partners.
- Ability to deliver Monitoring Services as required by the Project.
- Ability to coordinate with project implementing groups and work cooperatively with diverse teams.
- Ability to monitor a project with complex and diverse activities.
- Ability to monitor stakeholders' participation and commitment for effective implementation long-term sustainability of the project.
- Familiarity with the relevant government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Maldives Atolls Education Development Project (AEDP: P177768)
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- Strong communication skills and good interpersonal relations.

6. Other Competencies

The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.

7. Institutional Arrangements

The Project Officer will work in the OMSU and will report to the Project Implementation Specialists and the Project Director. The holder of the position would be entitled to the following facilities:

A workstation with equipment including a computer/laptop and docking station, telecommunication services, and access to printing, photocopying, and scanning equipment.

Transport for official purposes. Transport, lodging, subsistence, and incidental expenses for atoll travel for official purposes.

8. Duration of services and terms of payment

The service is initially for a period of 01 year with the possibility of extension depending on successful performance evaluation. The Project Officer will be paid based on the qualifications and relevant experience according to the circular of the National Pay Commission. The remuneration for this position is 17,550.