

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development
Male',
Republic of Maldives

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

P163818

Terms of Reference

for

Program Officer

1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are 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 project's objective 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.



-2-

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 (Project Management Unit) strengthening process, the Ministry of Economic Development wishes to contract a **Program Officer**.

2. Objectives

The MoED (Ministry of Economic Development) wishes to contract a Program Officer who facilitates the development of a planned career guidance services.

3. Scope of Services

The work of the Program Officer will include the following tasks, among others:

1) Development

- a) The Program Officer shall be responsible for ensuring that the career guidance services is being designed in alignment with internal goals of the Ministry of Economic Development.
- b) The Program Officer shall also ensure that the operations of the career guidance services are being developed in line with the operations plan of the center.
- c) The Program Officer shall facilitate all procurement and administrative work related to establishment of the career guidance services as required by the Ministry of Economic Development.

2) Monitoring and Evaluation

- a) Monitoring the effectiveness of the career guidance services work in schools, colleges, and universities by collecting and analyzing data on program participation and outcomes.
- b) Developing and implementing evaluation plans and methods to assess the impact of the career guidance services work on students and other stakeholders.
- c) Preparing regular reports on the career guidance services performance and progress, highlighting areas of success and areas for improvement.



Areas for Monitoring and Evaluation

Employment:

The Program Officer should monitor and evaluate the employment outcomes of students who have participated in the career guidance services programs and services.

- This includes tracking the percentage of students who find employment within a certain period after graduating, the industries and types of jobs that students are entering, and the salaries and benefits that students are earning.

Students in higher education:

The Program Officer should monitor and evaluate the enrollment and retention rates of students in higher education who have participated in the career guidance services programs and services.

- This includes tracking the percentage of students who have enrolled in college or university after graduating from high school, the percentage of students who return for a second year of higher education, and the percentage of students who graduate within a certain period.

Students who have dropped out:

The Program Officer could monitor and evaluate the reasons why students drop out of school, college or university and the impact that the career guidance services programs and services have on dropout rates.

- This could include tracking the percentage of students who drop out of school, college or university, the reasons why students drop out (e.g., financial difficulties, lack of motivation, lack of support), and the percentage of students who re-enroll in school, college, or university after dropping out.

3) Youth, Gender and Social Safeguards

- a) Analyzing data to identify disparities in program participation and outcomes for PWDs (Persons with Disabilities), youth and women and develop strategies to address these disparities.
- b) Ensuring that the career guidance services are inclusive and accessible to PWDs, youth and women, and that their specific needs and concerns are considered.
- c) Developing partnerships with organizations and programs that focus on PWD, youth and women's empowerment and career development.
- d) Providing training and support to the services staff on how to work effectively with PWDs, youth and women.

4) Coordination and Engagement

- a) Closely work and coordinate with government institutions and relevant stakeholders for the implementation of career guidance services.



-4-

4. Reporting Obligations

The Program Officer shall report to the Project Director on the assignment's status regularly.

5. Required Expertise and Qualifications

The Program Officer should have:

1. Bachelor's Degree or suitable equivalency of qualification with minimum of 2 Years of relevant work experience.
2. Knowledge and experience in the career guidance or counselling will be an added advantage
3. Knowledge and experience in the employment market will be an added advantage
4. Knowledge and experience in education and higher education will be an added advantage
5. Knowledge and experience in social research and social safeguards will be an added advantage
6. Sufficiently experienced in monitoring and evaluations
7. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
8. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and can work efficiently and effectively with a multidisciplinary team.
9. Analytical mind with excellent data collection and analysis skills.
10. Aptitude in creative problem-solving
11. 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 considered as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in **May 2023**.

7. Remuneration

The Program Officer will be paid a lump sum of MVR 21,000 per month.



-5-

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

9. Expression of Interest Application Submission

- I. Deadline for submission of the application is **24th May 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