



# MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT (MEERY: P163818)

Ministry of Higher Education  
Republic of Maldives

## TERMS OF REFERENCE AND SCOPE OF SERVICES

For

### National Competency Standards Development Coordinator for MNSDA

(Procurement Ref: MV-MOHE-290509-CS-INDV)

## 1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly 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 low-skill 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 objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that is co-chaired by the MoHE and the Ministry of Economic Development.

The project comprises three components and a Contingent Emergency Component. The three primary components are;

### **Component 1: Fostering skills development and entrepreneurship in priority sectors (Tourism & Construction and ICT related Services Sectors through four sub-components:**

*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.*

### **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**

The Project Management Unit (PMU) of the MoHE, who will be in charge of implementing the project is looking for a qualified Individual Coordinator (hereinafter ‘Coordinator’) to carry out activities related to Standards Development coordination for the Maldives National Skills Development Authority (MNSDA).

## **2. Objectives of the Assignment**

- 2.1 Employ a competent and dedicated staff to assist Maldives National Skills Development Authority (MNSDA) to develop and review National Competency Standards (NCS) and related materials.
- 2.2 Ensure required quality of all materials developed under the MEERY project.
- 2.3 To strengthen policies, processes and regulations framework for development of National Competency Standards based training managed by MNSDA.
- 2.4 Improve the current TVET system with international benchmarks and expertise.
- 2.5 To develop administrative and management tools for efficient TVET services.
- 2.6 Increase positive perception about MNSDA.
- 2.7 Increase awareness and promote the TVET system and MNSDA.
- 2.8 To increase MNSDA brand authority for employability of youth.

## **3. Scope of Services**

The Coordinator will carry out, *inter alia*, several tasks, including but not limited to the following;

- 3.1 Write specifications for developing National Competency Standards and related materials under the guidance given by MNSDA.
- 3.2 Assist in writing necessary regulation for development and review of National Competency Standards and related materials.
- 3.3 Write policy, Standard Operating Procedure (SOP) and forms (online and offline) for National Competency Standards and related materials development and review.
- 3.4 Assist in processing requests for National Competency Standards and related materials development and review from line ministries, Employment Sector Councils, NGOs and other organizations.
- 3.5 Coordinate National Competency Standards and related materials development and review works.
- 3.6 Organize and conduct workshops, discussion sessions, expert panel meetings, and other events that are relevant to the standards development process.
- 3.7 Oversee the coordination of a number of teams working concurrently on preparing draft competencies and standards.
- 3.8 Ensure that the teams are meeting the set timelines.
- 3.9 Ensure that the teams are putting together complete packages—competencies, standards, training materials for training of trainers, and training of instructors.
- 3.10 Prepare periodic reports to keep the MNSDA CEO and the MEERY PMU informed about progress being made.
- 3.11 Alert MNSDA CEO/ head of the authority and the MEERY PMU to issues during implementation, and work with them to find appropriate solutions.
- 3.12 Assist in conducting relevant activities to promote the TVET system and MNSDA.
- 3.13 Any other tasks assigned by the MNSDA.

#### **4. Required Qualification and Experience**

- Master's Degree in Education, Business Administration, Business Management, Project Management, or a related field with two years of experience in related fields **OR** Bachelor Degree in Education, Business Administration, Business Management, Project Management, or a related field with five years of experience in related fields
- Must be a Maldivian Citizen.

#### **5. Other Competencies**

- Have experience in Education, teaching/ learning materials development.
- Have an understanding of Maldives governmental and non-governmental organizations and the private sector.
- Demonstrate good research and written communication skills, and the ability to prepare high quality reports both in English and Dhivehi.
- Be willing to learn and grow and be motivated to take on additional tasks.
- Be self-directed and able to work with limited supervision.
- Have the ability to multi-task in a fast-paced environment.
- Be proficient in computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Have demonstrated ability to analyze and evaluate developments in the TVET ecosystem.
- Have the ability to communicate effectively in both Dhivehi and English language (in both oral and written contexts)
- Have good presentation skills, including ability to persuade and to negotiate.
- Demonstrate seamless ability to work in a team, and to lead a team.
- Demonstrate excellent time-management and organizational skills.

#### **6. Institutional Arrangements and Reporting**

- The coordinator will be based at MNSDA and should report directly to the MNSDA (A staff will be assigned by MNSDA).
- The coordinator is required to submit a monthly Progress Report at the end of each month with the details of activities carried out (Format will be provided by MNSDA).

#### **7. Duration of Services**

- The service is for a period of 12 months subject to change based on project timeline.
- A performance review will be conducted every **four** months.
- Based on the outcome and the need, the agreement could be extended.

## **8. Compensation**

- MVR 25,000.00 (Maldivian Rufiyaa Twenty-Five Thousand only) maximum per month based on attendance.
- Attendance timesheets and invoice for the input provided during the month is required.
- Payment will be made on a monthly basis as outlined in the contract and upon receipt of monthly reports approved by MNSDA.

## **9. Confidentiality, Ethics and Conflict of Interest**

The selected Coordinator undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Coordinator shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.