

## TERMS OF REFERENCE

<b>Position</b>	Coordinator of Social Service In-Service Training
<b>Duration</b>	12 months full-time

### Objective and Purpose of the Assignment

The Coordinator of Social Service Training Consultant will provide support to the Maldives Polytechnic and the Maldives Ministry of Gender, Family and Social Services (MGFSS) to coordinate the development and delivery of early childcare, aged care, and social service certificate in-service training.

The consultant will be recruited and managed by the Project Management Unit of the Maldives Strengthening Gender Inclusive Initiatives project.

### Background

The Government of Maldives's Strategic Action Plan 2019-2023 recognises the importance of addressing gender inequalities towards achieving long-term and sustainable development. The Strategic Action Plan seeks to improve gender equality as a governance concern by "increasing women's representation in decision-making, minimising sexual harassment, domestic violence, eliminating barriers for women to participate in economic activity including cultural barriers by promoting shared care work and household responsibilities."<sup>1</sup>

The SGII project aligns with the intentions of the Strategic Action Plan and will support the government increase access to sustainable gender responsive social services that support gender equality by reducing women's unpaid care burden and minimising DV/GBV. The project takes a holistic and multidisciplinary approach to tackling gender inequalities in the Maldives through (i) improving the availability and use of quality gender equality and social inclusion (GESI) data and statistics, (ii) integrating gender responsive budgeting into government planning and budgeting processes, (iii) strengthening the capacity of the social service system for aged, early childcare and DV/GBV services, (iv) establishing partnerships with civil society organisations, local councils and Women Development Committees to support DV/GBV prevention, access to quality DV/GBV services and aged care, and (v) building three climate-resilient shelters for domestic and gender-based violence survivors.

The MGFSS has recently entered into partnership with the Maldives Polytechnic to develop and deliver short in-service training for social service workers. The first courses to be developed are a three-month module on early childhood care launched in November 2021, a second, threemonth course on early childhood care which is under development; a short course on care of older persons developed in early 2022; and a professional competency- based post-graduate diploma in social services to be developed. This is a new field of education for the Polytechnic and the courses are being developed with the technical support of the MGFSS and national consultants. Polytechnic lecturers, national consultants and MGFSS will deliver the new courses.

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<sup>1</sup> Government of Maldives. Strategic Action Plan 2019-2023, page 420.

## **Scope of Work**

The Coordinator will coordinate the development and delivery of the three new social service

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training courses being undertaken by the Polytechnic and MGFSS. This will involve preparation of a training plan in collaboration with MGFSS and the Polytechnic and include regular communication and problem solving to ensure the timely and effective development and delivery of the training courses. They will facilitate identification of students for the respective courses in collaboration with MGFSS, communicate with potential and accepted students to prepare them for the training and be a resource to students experiencing problems in accessing course material, monitor any problems in students securing leave to attend training, collect student satisfaction reports, collect lecturer feedback on course delivery, and collate student performance data. The Coordinator will have regular meetings with the Training Section of MGFSS to socialise the training and recruit social service staff for the courses, and for training participants to be supported and successful in completing the training.

The Coordinator will be accommodated at the Polytechnic and will work under the supervision of the Student Services Director.

## **Expected Outputs and Tasks**

The Coordinator will:

- (i) Collaborate and coordinate with MGFSS and the Polytechnic on the development of a training plan for the Polytechnic's provision of social service training.
- (ii) Regularly meet and coordinate with the Training Section of MGFSS on identification and release of students for each of the training courses.
- (iii) Prepare informational materials for MGFSS to disseminate to staff on the training courses and scheduling, eligibility and application process.
- (iv) Respond to questions from potential students on the training courses and support their application.
- (v) Identify bottlenecks, solve problems and build linkages between the Polytechnic and MGFSS Training Section to ensure the effective and efficient delivery of training programs.
- (vi) Coordinate and support Consultants hired to develop social service training and deliver training programs.
- (vii) Collect student satisfaction reports, student completion and achievement records for each social service course and prepare an analysis for the Polytechnic and MGFSS.

## **Reporting**

The consultant will report to the Polytechnic Student Services Director.

**Duration of Assignment:** 12 months full time starting in July 2023.

**Minimum Qualification Requirements**

The qualified individual must have a diploma or above in project management or education management or in any related field. They must have a minimum of 3 years of project management or project coordination experience and proven problem-solving skills. They will have excellent oral and communication skills, be collaborative and have experience of working with government agencies.

**Deliverables**

Expected outputs are as follows:

- (i) Detailed training plan for the three social service courses of aged care, early child care and social service work.
- (ii) Training programs to be delivered on time and with target participants.
- (iii) Training participants are informed of the expectations of training programs, enrolled and retained in the course.
- (iv) Regular communication between MGFSS and the Polytechnic on the training needs of the social service workforce, development of new social service training and training delivery and performance.

**Remuneration**

MVR 20,000 – 22,000. (Negotiable based on candidate's competency)