

TERMS OF REFERENCE

Position	Grants Program Manager (local consultant support)
Duration	24 person months on a continuous basis (Year 1 and 2 of project)

Objective and Purpose of the Assignment

The Grants Program Manager will provide technical support to the Gender Affairs Department (GAD) in MGFSS, the lead department for Output 4 of SGII in the implementation of the small grants programme. They will support GAD in the design and roll out of the grants scheme; assist and build the capacity of the core team at MGFSS to manage and assure the quality of all aspects of the design, and implementation of the partnership funding mechanism (grants scheme) in year 1 and year 2 of the project timeline.

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."¹

The SGII project aligns with the intentions of the Strategic Action Plan and will support the government increase access to sustainable 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 care, early child care and DV/GBV services, (iv) establishing partnerships with civil society organisations, local councils and Women Development Committees to support (a) DV/GBV prevention and access to quality DV/GBV services and (b) promotion of long term care and support, healthy ageing and improved health and well-being of older people and their care givers, and (v) building three climate-resilient shelters for domestic and gender-based violence survivors.

The project executing agency is the Ministry of Finance (MOF). The lead government agency is MGFSS which is responsible for gender equality and the protection and promotion of the rights of vulnerable groups including women, children and the elderly. A project management unit has been established in MGFSS. MGFSS will oversee the overall supervision of the Project and coordination of other key implementing agencies such as the Ministry of National Planning, Housing and Infrastructure (MNPHI), MOF, Family Protection Authority (FPA) and Maldives Bureau of Statistics (MBS). The Project will include a small grants scheme to support partnerships on aged care and DV/GBV with civil society organisations, local councils and Women Development Committees.

Scope of Work

The Grants Program Manager will be hired by MGFSS and outside of the firm providing consulting

¹ Government of Maldives. Strategic Action Plan 2019-2023, page 420.

services (referred to as consultant firm) to the project. The Grants Program Manager will be primarily based with the core team leading output 4 within Gender Affairs Department in MGFSS. Three national consultants engaged through the consultant firm, the national Gender Equality and Social Inclusion Specialist, the Partnership Building Specialist and the international Aged Care Specialist will also provide technical support to Output 4 and will work collaboratively with the Grants Program Manager in capacity building of the partners, and providing technical support to all aspects of the design and implementation of the grants program.

The Grants Program Manager will provide assistance in establishing the grant scheme including the preparation of the Standard Operating Procedure (SOP). They will provide capacity building support to the focal persons in GAD, assist in the quality assurance of all stages in the design and implementation of the scheme including financial management due diligence and project monitoring. There will be two rounds of the grant application and implementation process during the project. The first round will focus on DV/GBV and the second round, healthy ageing and care and support of older persons and their care-givers. The grants manager will assist GAD to mobilise interest, assess and build the foundational capacity of local partners participating in round one including on key areas such as building transformative partnerships on DV/GBV, proposal development, financial management, M&E and reporting, and other technical areas related to DV/GBV; this will be undertaken in collaboration with the national Gender Equality and Social Inclusion Specialist and Partnership Building Specialist. A similar process of engagement and support will be provided during the second round of grants with a focus on CSO partnerships for healthy ageing and related care and support.

The Grants Program Manager will also work with three consultants noted above to provide technical advice to the National Steering Committee (NSC) and assist Gender Affairs Department in managing the secretariat of the Committee.

The partnership funding mechanism under output 4 is planned to be operationalized through a two phased approach. For DV/GBV grants, Phase 1 will cover the first 12-18 months of preparation and selection of partners, and Phase 2 will cover 18-57 months (3 year) of implementation of partner projects. The healthy ageing and aged care round of grants will be staggered and start a year after the DV/GBV grant process. They will also be of shorter duration, Phase 1 for the aged grants will be for 12 months, and Phase 2 will cover 24 months of grant project implementation. The scope of the grants scheme will be modified for the aged care round of grants but a similar process of partnership building and cooperation included.

Expected Outputs and Tasks

This will include:

Assist MGFSS in the design and implementation of the small grants scheme during year 1 and year 2. The primary focus of the work will be establishing the grant scheme and facilitating the first round of grants focused on DV/GBV.

- (i) Complete the detailed design of the partnership funding mechanism with the formulation of the Standard Operating Procedure (SOP) of the grants scheme. This will include:
 - Finalising pre-qualifying criteria for CSOs to participate in the partnership building and capacity building activities (e.g., registration status, bank

- account, audited financial report) in consultation with MGFSS. This pre-qualification criteria will be reviewed and validated once the Steering Committee is established.
- For the DV/GBV grants, all three local councils and WDCs in the geographical locations of the new DV/GBV shelters will be eligible to participate in the capacity building activities alongside partner CSOs and will not have qualifying criteria to meet.
 - Inviting Expressions of Interest (EoI) from CSOs.
 - Setting criteria for reviewing EoIs that are tailored to and appropriate for potential partnerships to be formed among CSOs, local councils and WDCs in the DV/GBV space, and among CSOs and other stakeholders in the healthy ageing and aged care space.
 - Reviewing and shortlisting CSOs based on the EoIs they submitted against the agreed criteria; noting that selection of the CSOs will rest with the Steering Committee.
 - Developing a proposal concept template and agreed criteria to select the final partnerships.
 - Guide and support the selected CSOs and partners in developing the full proposals.
 - Provide technical assistance to the Steering Committee in taking key decisions related to the grant scheme.
 - Conducting a financial management due diligence as per the requirements of ADB for the short-listed partners.
- (ii) Develop the mindset, capacity and procedures in MGFSS to partner with CSOs, local councils and WDCs including the call and assessment of expression of interests against agreed criteria, shortlisting CSOs for partnership and capacity building activities, completing the selection and contracting of successful partnerships.
- (iii) Support the organization and functioning of the National Steering Committee for the grants scheme including secretariat duties such as preparation of agendas, circulation of meeting items and documents, drafting minutes of meetings, arranging meetings.

Provide program management support to the grants scheme and to local partners in collaboration with the Partnership Building Specialist and Gender Equality and Social Inclusion Specialist and Aged Care Specialist as appropriate. Specifically:

- (i) For DV/GBV, identify and initiate engagement with CSOs working on DV/GBV or interested to work on DV/GBV in the project areas or on national DV/GBV advocacy and communication activities.
- (ii) For aged care, identify and initiate engagement with CSOs working on healthy ageing and long-term care and support, and the health and well-being of older persons and their caregivers.
- (iii) Engage with and foster interest of local councils and WDCs in the partnership objectives of Output 4. This includes fostering interest in working in partnership with CSOs, DV/GBV service providers, MGFSS and SGII more broadly.
- (iv) Organization and management of workshops and capacity building activities that are

- integral to the selection of partners, grant project implementation, and annual review and learning.
- (v) Identify capacity gaps of qualifying CSOs, interested local councils and WDCs in project management areas eg: proposal writing, stakeholder engagement, financial management, M&E capacity.
- (vi) Support foundational project management capacity building for qualifying CSOs, and interested local councils and WDCs to help prepare them to prepare a proposal for partnership funding. This may include fostering partnership and stakeholder participation and co-design in developing the full proposals.
- (vii) Identify and agree on priority areas of project management capacity building of partners and formulate a plan to continue providing capacity building support for the final selected partnerships during the implementation of awarded projects.
- (viii) Maintain records and reports to document implementation of Output 4 including a database of key information related to awarded grants.
- (ix) Support coordination and maintain regular communication between GAD and partners, identify problems and work with the GAD and Partnership Building Specialist to resolve problems.

Reporting

The Program Grants Manager will report to the head of Gender Affairs Department in MGFSS, which leads Output 4. They will work closely with the MGFSS's Focal Person (existing staff² of Gender Affairs Department) for the grant scheme.

Duration of Assignment: 24 person months (full time year 1 and year 2 of the project period).

Remuneration: Rf20,000 per month

Minimum Qualification Requirements

The Program Grants Manager will have a minimum of a Bachelor's Degree in Social Sciences or other related fields, with a minimum of 5 years of experience of working on national development projects with a focus on program management and at least 3 years of experience of working on developing and executing partnerships in a delivery, facilitation or management capacity. They will have strong communication skills, be experienced in proposal writing, project monitoring including financial management, delivering capacity building activities and working with government and local partners, CSOs, local councils and WDCs. Excellent Dhivehi and good English language skills are required. They will be expected to intermittently visit the project sites.

Deliverables

Expected outputs are as follows:

- (i) Contribute to the preparation of the Standard Operating Procedure (SOP) of the grants

² A staff from the Gender Affairs Department of MGFSS will have to be attached with the program manager from the inception to facilitate the institutionalization of the work.

- scheme outlining the detailed design
- (ii) Contribute to the finalization of selection criteria to be used at key stages of the roll out of the small grants scheme (EoI, shortlisting of CSOs for partnership building workshop and proposal concept development, progression to full proposal development, final selection and awarding).
- (iii) Capacity building of focal persons in GAD to prepare them to absorb the functions of managing the grants scheme.
- (iv) Contribute to a Training Needs Assessment (TNA) for foundational project management capacity building and preparation of a detailed plan for ongoing capacity building of selected partners.
- (v) Prepare customized training modules and materials on identified priority areas related to project management including proposal development, financial management, M&E and reporting.
- (vi) Support Gender Affairs Department contribute to MGFSS Annual Project Progress Reports on Output 4 implementation (including financial reporting).
- (vii) Prepare a report on capacity building workshops for MGFSS, and local partners.
- (viii) Prepare a report on the institutional capacity building work undertaken for the staff of Gender Affairs Department with recommendations for continuity of work.