

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**

**Financial Management Specialist (Local)**

**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 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 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 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.

Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:



-2-

- 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 strengthening process, the Ministry of Economic Development wishes to contract a **Financial Management Specialist**.

#### 2. Objectives

1. The Ministry of Economic Development (MoED) is seeking to contract a Financial Management Specialist who will assist the project team for the overall day to day financial management and coordination of the MEERY project implemented by MoED. The Financial Management Specialist is expected to report to the Project Director.
2. To carry out/oversee all financial management activities pertaining to the project including budgeting, accounting, cash flow management, internal controls compliance and financial reporting as per the arrangements agreed between World Bank and the Government of the Republic of Maldives, thereby to provide reasonable assurance that the project funds are being used for the intended purposes.

#### 3. Scope of Services

The work of the Financial Management Specialist will include the following tasks, among others:

1. Assist in maintaining the required books of accounts of the project along with subsidiary ledgers, contracts, as required by the World Bank and as per the laws and regulations of GoM.
2. Develop internal controls as might be necessary, including policies and procedures, for efficient and effective coordination of project activities, taking into consideration the existing rules and regulations of GoM and the World Bank.
3. Ensure that policies and procedures are followed, and the system is effective.
4. Preparation of budgets and financial projections/forecasts and planning for the projects;
5. Ensure that corrective actions are taken promptly to remedy weak internal controls and report to the Project Director any circumvention of the system or practices that will impede efficient and effective use of project resources.
6. Assist in Submitting quarterly interim financial reports to the World Bank within 45 days of the end of the quarter, starting from the end of the first calendar quarter after effectiveness.
7. Monitor and periodically review the financial and physical progress of the project.
8. Compare actual physical and financial progress against the budgeted progress and report variances to the Project Director to facilitate timely implementation of remedial action.
9. Ensure that withdrawals from the grant are made only to meet expenses in connection with the project as they are actually incurred for the purposes intended.
10. Assist to prepare withdrawal applications to the World Bank and monitor project disbursements.
11. Ensure that adequate supporting documents are retained for disbursements for review



-3-

- by World Bank missions and audits.
12. Ensure that the Designated US Dollar Account is maintained as per the Financing Agreement.
  13. Ensure that project complies with the financial and other legal covenants specified in the Financing Agreement and the financial management arrangements specified in the project's Operations Manual and report promptly to the Project Director in case of non-compliance.
  14. Assist to facilitate and follow up on the internal audit process, the required follow up on the internal audit findings and ensure sharing of internal audit reports with the Bank within the sixty days of end of the quarter and corrective actions are implemented where necessary.
  15. Assist to prepare and submit project financial statements to the Auditor General's Office within three months after the end of each fiscal year, ensure diligent follow up on the audit process including responding to audit queries in a timely manner and submit audit reports to the World Bank within six months after the end of each fiscal year.
  16. Assist the Project Director to keep the financial management aspects of the project's Operations Manual up to date.
  17. Assist the project team in monitoring project activities, liaising with all relevant departments within and outside the Ministry of Economic Development, supporting contract management, and evaluating and reporting the project progress at the Project Development Objectives (PDO) level and the intermediary level indicators.
  18. Assist the project team to ensure adequate annual budget allocations for project activities.
  19. Assist the project team to manage the secretariat of the Steering Committee, convene and facilitate Steering Committee meetings and circulate minutes of the meetings.
  20. Assist the project team to prepare monthly/quarterly updates/reports as required by the Steering Committee, MED, and WB.
  21. Checking and advising on the financial components of contracts.
  22. Advise the Project Coordinator and the PMU, on financial aspects, especially on policy and strategic issues, financial position, and financial performance of the projects;
  23. Preparation of any other reports required on the basis of the World Bank financial management reporting needs.
  24. Provide support to other donor funded projects and activities under the Ministry's mandate.
  25. Any other project related activity assigned by the Project Director.

#### **4. Reporting Obligations**

The FM Specialist shall carry out the reporting obligations as follows:

- The FM Specialist shall report to the Project Director on the status of the assignment on a regular basis.



-4-

## 5. Required Expertise and Qualifications

The Consultant should have:

1. Master's Degree in Accounting, Finance, Financial Management, or suitable equivalency from a recognized university with at least seven (7) years of relevant experience;
2. Sufficiently experienced to manage project finances, prepare essential financial management reports including annual financial statements, and to monitor project financial progress.
3. Experience in preparing budgets and cash flow statements is desirable.
4. Possess analytical, administrative, and computer skills in spreadsheets and any other application.
5. Familiarity in dealing with annual audits will be an added advantage.
6. Previous experience in public finance-related projects or donor-funded projects will be an added advantage.

## 6. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

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

## 7. Remuneration

The Financial Management Specialist will be paid a lump sum of MVR 34,000 per month.

## 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 **25<sup>th</sup> July 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](mailto:recruitment@trade.gov.mv)