



TERMS OF REFERENCE

FOR AN ADVISOR TO THE INNOVATION AND TECHNOLOGY COMMITTEE OF PENSION OFFICE BOARD

Type of contract: Advisory
Estimated Commencement date: November 2023

1. Introduction

The Board of Maldives Pension Administration Office (Pension Office) recognises the importance of a sound information strategy and information risk management framework to effectively manage processes that support key functions of the Pension Office. In this regard, the Board shall appoint members to standing Committees of the Board and has discretion to appoint Pension Office employees and outside experts or get independent professional advice.

The Innovation and Technology Committee (ITC) of the Board is established to assist the Board in overseeing the strategic direction of innovation, technology and information security management of the Pension Office, by ensuring the technology and security related policies, projects and investments align with broader strategic goals and priorities. ITC shall further assist to monitor emerging technology risks and opportunities.

The ITC currently comprises 4 (four) members appointed by the Board as follows;

- 2 members from the Pension Office Board
- Chief Executive Officer of Pension Office
- Chief Technology Officer of Pension Office

2. Objective and scope of work

Pension Office is seeking advisory service to support the Board across the following priorities:

- Delivering transformative change enabled by people, process and technology.
- Providing technical strategy and direction in line with the Pension Office objectives.
- Developing and managing transformational strategy and direction that leads to the delivery of new services.



A handwritten signature in black ink, likely of the Chief Executive Officer of the Pension Office.

3. Responsibilities

As the Advisor, it is expected to make significant contributions to the ITC and provide advice to the Board in the overall context of Pension Office IT strategy and IT risk management strategy, and in particular the following areas;

- 3.1. Critical review of IT strategy.
- 3.2. Supporting technology initiatives such as artificial intelligence, big data, data warehousing, software development, cloud computing, automation, etc.
- 3.3. Review of IT control environment and IT operational risk management process.
- 3.4. Cyber security.
- 3.5. Performance Monitoring of the IT Services and Management of IT strategy.

4. Reporting

- 4.1. The Advisor is expected to work both onsite and offsite and submit reports as agreed with the Pension Office Board.
- 4.2. The Pension Office will appoint an internal liaison who will ensure all necessary support and resources are provided to the Advisor for the timely completion of the tasks.

5. Qualifications & Experience

Interested applicants should submit supporting documents relevant to their qualifications and experience. These documents may include:

- 5.1. **Qualifications:** Applicants should hold relevant academic or professional qualifications in areas such as artificial intelligence, data management, software engineering, or other related fields. These qualifications should demonstrate a solid understanding of technology trends and best practices. Alternatively, relevant professional work experience at recognised international institutions or organizations may be counted towards qualification.
- 5.2. **Technology Knowledge:** Applicants should possess a broad knowledge of emerging technologies and their potential impact on business operations. Expertise in areas such as artificial intelligence, big data, cloud computing, automation, and data warehousing would be an added advantage.
- 5.3. **Digital Transformation Experience:** Applicants should have substantial experience in leading digital transformation initiatives. They should have a proven track record of successfully driving transformative IT projects and initiatives within organizations. They should be familiar with the challenges and complexities involved in driving organizational change through technology initiatives.
- 5.4. **IT Strategy Expertise:** Applicants should have a deep understanding of IT strategy development and implementation. They should be able to critically review existing IT strategies and provide valuable insights and recommendations for improvement.



Experience in aligning technology initiatives with organizational objectives is highly desirable.

5.5. Enterprise-level IT Experience: Applicants should have experience working in senior or executive positions within an organization's IT function. This experience should demonstrate their ability to manage IT operations, oversee IT projects, and effectively address IT-related challenges and risks.

5.6. Social Security Sector Experience: Experience working with organizations in the social security sector would be an added advantage.

6. Evaluation Criteria

6.1. Applicants will be scored based on the following evaluation criteria:

- Competency (Weightage: 50%)
- Experience (Weightage: 50%)

7. Tenure

The advisory service shall be for a two (2) year period with the option for extension or renewal.

8. Submission of Expression of Interest (EOI)

8.1. Interested applicants must submit the following documents/information:

- 8.1.1. Detailed CV stating the qualifications, expertise and experience.
- 8.1.2. Copies of academic and professional qualifications.
- 8.1.3. Reference letters to support the expertise, experience and relevant projects delivered in the past.
- 8.1.4. Consultation fee (daily rate) for off-site and onsite consultations, in USD or MVR (inclusive of all applicable taxes).

9. Consultation Fee

Consultation fees will be negotiated based on qualification and experience.

10. Deadline for Submission of EOI

- 10.1. Deadline for submission of EOI is 12:00 p.m. (UTC +5) on 02 October 2023.
- 10.2. EOI should be submitted via email to info@pension.gov.mv.

11. Queries

Queries can be submitted via email to info@pension.gov.mv.

