

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Terms of Reference and Scope of Services
For**

PROJECT COORDINATOR

Maldives: Enhancing Employability and Resilience of Youth Project

(MEERY; P163818)

Ministry of Higher Education

Republic of Maldives

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) and 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

2. Objectives

The Project Coordinator will be appointed to work under the supervision of the Project Manager and will be responsible for assisting in all aspects of the project during its implementation phases, he/she will be responsible for ensuring that all activities under the project comply with the Project Development Objectives.

3. Scope of Services

The Project Coordinator will assist the Project Manager in management of the project and to ensure timely implementation of project activities and the delivery of project targets. He/She will carry out, *inter alia*, several tasks, including but not limiting to the followings;

- Assist the Project Manager in implementing the various components of the project.
- Interact, communicate and coordinate with different units and agencies involved in project implementation;
- Serve as the focal point for the government's communication with the World Bank;
- Prepare the annual work plan and budget for the project;
- Review documents, data, progress reports, and other reports from the different implementation units, provide feedback, and prepare consolidated reports.
- Facilitate project progress: conduct field visits; analyze operational performance, trends, and disbursements, highlighting problem areas and risks; and prepare, analyze and disseminate regular monitoring reports;
- Carry out analyses of project-related data from various units and databases to prepare briefs and presentations on project progress to the Ministry and the World Bank;
- Coordinate and participate in the project reviews, and prepare documentation for the reviews, aide memoires, and implementation progress reports;
- Organize and conduct orientation workshops for relevant staff in agencies and units involved Economic and Social Policy Division (ESPD) on project requirements and procedures;
- Organize workshops, seminars and conferences for sharing of knowledge, best practice, and project progress.
- Any other duties assigned by the Project Manager;

4. Required Qualifications and Experience

- At least a Master's Degree - in Management, Social Sciences or a related field.
- At least 07 years of working experience in management.
- At least 02 years of working experience in a donor financed development project.

5. Professional Competencies

- Must have knowledge and understanding of technical, commercial and legal aspects with respect to procedures and regulations of the World Bank.
- Excellent written and oral skills in English and Divehi, with the ability to produce comprehensive reports in English.
- Strong communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively in a multidisciplinary team.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- The successful candidate will have good communications skills and must understand the objectives and delivery mechanisms. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

6. Institutional Arrangements

The Project Coordinator will work in the PMU and will report directly to the Project Manager who has overall responsibility for the management of the MEERY Project.

7. Duration of services and terms of payment

The service is initially for a period of 01 year or any other time frame agreed by both parties. The contract can be extended based on satisfactory performance. The remuneration of the Project Coordinator will be in between MVR 30,240 and MVR 34,740 based on the candidate's qualifications and relevant experience.