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**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH
PROJECT (MEERY: P163818)**

Ministry of Higher Education, Labour and Skills Development
Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

For

**Implementation Coordinator for the Maldives Polytechnic
(Procurement Ref: MV-MOHE-386698-CS-INDV)**

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), with a Project Steering Committee that is co-chaired by the MoHE and the 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

The Project Management Unit (PMU) of the MoHE, who will be in charge of implementing the project is looking for a qualified Individual (hereinafter ‘Consultant’) to carry out this assignment.

2. Objective of the Assignment

The Consultant will be responsible to manage, organize, implement and supervise all MEERY Project related activities at Maldives Polytechnic. The Consultant will be managing and supervising the trainings programs and resource development conduct under the project activities.

3. Scope of Work:

The Consultant will carry out, inter alia, several tasks, including but not limited to the following and work in close collaboration with Maldives Polytechnic management and the PMU;

- Plan, manage, organize, coordinate, implement and supervise in all activities planned for Maldives Polytechnic, under MEERY Project and coordinate with Project Implementation Unit (PMU) and other stakeholders.
- Develop strategies pertaining to the implementation of activities under MEERY project in collaboration with the PMU.
- Develop, maintain and update a standard set of projects monitoring tools, including reports on project implementation and progress reports on substantive and financial status from the partner of the project portfolio.
- Prepare all relevant documentation related to the activities under the MEERY project.
- Monitor all aspects of project implementation, identify problems and propose actions in collaboration with PMU.
- Act as the focal point and coordinate and organize meetings and training programs necessary for implementation of the activities under the MEERY projects
- Prepare monthly, semi-annual, annual project progress reports for the activities under the MEERY projects and present the work progress reports to Maldives Polytechnic, Ministry of Higher Education and PMU.

- Oversee and assist in the purchase and delivery of cost-effective project equipment, according to standard procurement procedures and the timely payment for project equipment/services in collaboration with PMU.
- Manage and monitor the skills development program activities in the Maldives Polytechnic conducted under MEERY project.
- Maintain the trainee's database for the skills development programs run under the MEERY project.
- Develop the needed monitoring tools for the monitoring of skills development programs conducted under MEERY Project.
- Work closely with workplace assessors and manage the competency-based assessments conducted for the training programs run under the MEERY project.
- Undertake any other activities as may be necessary to ensure the timely completion of the planned activities and related MEERY project activities.
- Provide timely feedback to Maldives Polytechnic.
- Any other tasks assigned by the Maldives Polytechnic and PMU.

4. Required Qualification and Experience

- Master's Degree in a relevant field with one year of experience OR Bachelor's Degree in a relevant field with two years of experience.
- Must be a Maldivian Citizen.

5. Other Competencies

- Experience working in similar assignments will be an added advantage.
- Understand Maldives governmental and non-governmental organizations and private sector.
- Ability to engage in dialogue with counterparts on technical issues.
- Excellent written and verbal communication skills and ability to prepare high quality reports in English and Dhivehi
- Strong organizational, managerial, supervisory and analytical skills
- Willing to learn and grow, and is motivated to take on additional tasks.
- Self-directed and able to work with limited supervision
- Ability to multi-task in a fast-paced environment.
- Proficient in computer skills, including Microsoft Office Suite (Word, Power Point, and Excel)

6. Institutional Arrangements and Reporting

The Consultant will be based at Maldives Polytechnic and will report directly to the assigned supervisor. The Consultant is expected to report for work on week-days and provide services to the client for an average of 40 hours a week. The Consultant may have to work extra hours

in order to complete the tasks assigned to him/her, without any extra payments as such hours have been considered in the fee rate.

7. Duration of Services and Terms of Payment

The assignment is for a period of 7 months and renewable based on needs and performance evaluation.

8. Compensation

- The consultant remuneration will be MVR 25,000/- on a monthly basis based on attendance. Daily rate will be deducted for absences.
- Attendance time sheets and invoice for the input provided during the month is required.
- Payment will be made on a monthly basis as outlined in the contract and upon receipt of monthly reports approved by the Maldives Polytechnic.

9. Confidentiality, Ethics and Conflict of Interest

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.

10. Documents to Be Submitted

- Expression of Interest
- Curriculum Vitae
- Accredited copies of Academic Qualifications
- Copies of Employment /Experience reference letters
- Copy of Identification/Passport