



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

**MONITORING AND EVALUATION OFFICER**

**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 Monitoring & Evaluation Officer 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.

**3. Scope of Services**

The Monitoring & Evaluation Officer will assist the Project Manager and team in implementation of the project and the delivery of project targets. He/She will carry out, *inter alia*, several tasks, including but not limiting to the followings;

- Project Monitoring: Monitor the implementation of all the activities of the project and management of the World Bank funds, as outlined in the Financing Agreement and Project Appraisal Document, and any other relevant documents, so as to achieve the relevant targets of the performance indicators of the Project.
- Conduct project evaluation: The M&E staff must be engaged in overall monitoring the progress of the project activities. Analyse operational performance, trends, and disbursements, highlighting problem areas and risks, assist with the preparation of relevant documentation.
- Updating Results Framework (RF): Take lead responsibility for monitoring the performance of the Results Framework of the project. Update the RF for each World Bank mission and share with the team within the given timeframe.
- Prepare Monitoring Reports: Prepare a consolidated monthly monitoring report in keeping with the key performance indicators set out in the Results Framework of the Project and share with relevant stakeholders.
- Developing data collection tools: M&E staff is required to design and develop data collection tools, monitoring formats and to conduct surveys, evaluations and produce required reports for project activities. Correspondingly, update and maintain project database.
- Collaborating with relevant stakeholders: Coordinate with all relevant ministries, authorities, councils and stakeholders in implementation of the project activities. This includes site visits and regular meetings with implementing agencies and stakeholders.

- Oversee the skills training programs of the project: Prepare proposals, conduct beneficiary satisfaction surveys and produce reports. Additionally, coordinate with the implementing agencies and ensure smooth implementation of the skills training programs.
- Assist the project team in implementing the various components of the project: Besides the above responsibilities, the Project Manager may assign additional tasks that are relevant for M&E staff of the project.

#### **4. Required Qualifications and Experience**

- At least a Bachelor's Degree - in Management, International Development, administration, M&E or any other related field.
- At least 03 years of working experience in relevant field including at least 01 year of working experience with 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 Monitoring & Evaluation Officer will work in the Project Management Unit (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 10 months or any other time frame agreed by both parties. Any renewal will be based on a performance evaluation of the individual selected. The Monitoring & Evaluation Officer paid based on the qualifications and relevant experience according to the circular of the National Pay Commission. The monthly remuneration for this position will be MVR 17,550 – 20,160.