



**Ministry of Finance**  
Republic of Maldives

**Terms of Reference**  
**Consultancy for Resource Mobilization Specialist (Local)**  
*(IUL)13-HR/13/2024/100*

**I. Background**

Maldives maintains a strong international presence and has established close and friendly relations with external development partners. Official and diplomatic relations between the Maldives and other countries commenced since the Maldives became independent in 1965. Maldives receives financial and technical assistance for its development projects from bilateral and multilateral institutions. The Ministry of Finance (MoF) maintains close cooperation with these institutions in matters related to development projects, economic policy, and public finance.

The Resource Mobilization Department (RMD) of MoF is responsible for mobilizing resources for development projects prioritized by the government for grant or loan financing and review progress of externally financed projects. Additionally, RMD in close coordination with donors, arrange all donor missions to Maldives related to ongoing donor financed projects.

MoF now seeks technical expertise from a **Resource Mobilization Specialist** to provide consultancy services to assist and support the planned and ongoing initiatives of RMD to enhance the effectiveness and efficiency of resource mobilization activities of the government. The Consultant is expected to have proven experience in projects, policy research, and development.

**II. Objectives**

The main objectives of this assignment are as follows:

1. Strengthen the Standard Operating Procedures (SoP) of RMD to maximize operational efficiency of RMD,
2. Improve processes for monitoring and evaluation of donor financed projects and reporting obligations to donors,
3. Develop and establish policies to fulfil legal obligations in Financing Agreements of ongoing projects required by donors,
4. Assist during all phases of the project management life cycle including initiation, planning, execution, monitoring, and closure of projects financed by donors, and
5. Facilitate capacity development within RMD and other relevant departments of MoF to transfer knowledge.

### **III. Scope of Services**

The “Scope of Services” broadly outlines the duties assigned to the Consultant, who is expected to undertake the following tasks:

1. Conduct reviews of the project portfolio of donor financed projects and assess current issues that require resolution
2. Review and recommend changes to the SoP of RMD and suggest changes to the organizational structure of MoF, if required.
3. Conduct a work load assessment of RMD based on the changes to the SoP to identify staffing requirement
4. Review and advise changes to the compositions and terms of reference of project steering committees of donor financed projects
5. Assist in initiatives of donors to develop country partnership frameworks and country strategies for the Maldives
6. Assist in country programming exercises by donors to identify pipeline projects and indicative financing envelopes available for the Maldives
7. Maintain a donor matrix identifying potential donors, existing donors, and areas of assistance received and expected to receive
8. Attend donor mission meetings and establish follow up mechanisms and ensure agreed actions with donors are complied
9. Review Aide memoires and mission reports of donors and ensure agreed actions with implementing agencies of projects and the donors are adhered
10. Develop monitoring and evaluation frameworks for projects financed by donors from a qualitative and quantitative approach
11. Conduct and present research into opportunities and facilities availed by bilateral and multilateral institutions that can be explored
12. Stay up-to-date with guidelines of donors and provide updates to the executives of MoF on changes of guidelines and requirements by donors
13. Prepare policy papers as required on areas of Resource Mobilization and development projects
14. Review requests from project implementing agencies to determine governance level for donor financed projects and determination of salaries for project staff according to the standards of the National Pay Commission
15. Conduct continuous capacity building and develop the necessary expertise within RMD
16. Ensure that donor financed projects are developed in line with Government policies and donor requirements
17. Identify resource gaps through engagement with government agencies every quarter and source concessional and grant financing through relevant partner agencies. Prepare a quarterly report with updates on the resources mobilized
18. Draft national funding proposals based on the requirement of the Ministry of Finance through collaboration with related agencies
19. Review funding requests from government agencies to determine economic/business case and provide consultancy service to establish a business case through forming linkages
20. Monitor global donor landscape and prepare a semi-annual report on potential partnerships that can be forged

#### **IV. Reporting Obligations**

1. The Consultant shall report to the Minister of State for Finance and the Chief Resource Mobilization Executive on the status of the assignment on a regular basis.
2. The Consultant is expected to report to work at MoF not later than 0800 hours on week days (excluding public holidays), and provide services to the client during GoM working hours. The Consultant may have to work extra hours in order to complete the tasks assigned without any extra remuneration.

#### **V. Required Expertise and Qualifications**

1. Master's Degree in Finance or Management or Business or Project Management or Economics or suitable equivalency from a recognized university.
2. Minimum 3 years of experience in areas of project management.
3. Experience in research related activities will be an added advantage.
4. Analytical ability and ability to reflect on one's own work.
5. Excellent written and oral communication skills in English.
6. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.

#### **VI. Remuneration**

The Successful candidate will be paid sum of MVR 28,000 (inclusive of pension contribution) per month for the contract duration.

#### **VII. Contract Duration**

This is a 2 year contract. Upon signing of the contract, the first three months shall be counted as the probationary period.