



Maldives Atolls Education Development Project (AEDP: P177768)
Ministry of Education
Republic of Maldives

TERMS OF REFERENCE

PROJECT IMPLEMENTATION SPECIALIST

1. Background:

The Maldives Atoll Education Development Project (AEDP) is organized under five components: (a) enhancing curriculum delivery; (b) continuing teacher development; (c) measuring and enhancing system performance; (d) coordination, monitoring, capacity building and technical assistance; and (e) contingent emergency response. These components and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE); the Ministry of Finance and Treasury (MoFT); the atoll education agencies; public and private employers; academics and school principals, teachers, parents and students. The components and activities are also based on the knowledge and experience gained through the implementation of the Learning Assessment and Measurement (LAMP) Global Partnership for Education (GPE) trust fund.

The Government of Maldives (GoM) is implementing the “Maldives: Atoll Education Development Project (AEDP) Project. The project is funded by the World Bank. The objective of the project is to increase access to education and enhance the quality of secondary education. The four components of this project are:

Component 1: Enhancing Curriculum Delivery and Increasing Higher Secondary Participation

The general objective of this component is to promote strategic initiatives at the country level to strengthen and develop the general education system with a special focus on access and quality at the secondary level. Under this component, procurement activities would include purchasing of teaching/learning materials to enhance literacy skills of English language and Numeracy skills of Mathematics, Promote STEM education and ICT in education as well as promote the efficient delivery of the curriculum by strengthening vocational education in selected secondary schools of Maldives.

Component 2: Continuing Teacher Development

The general objective of this component is to develop the schools to strategically implement the initiatives under component 1 (one) by building the capacity of teachers. Under this component in service support for teachers (professional developments of teachers) are planned. This includes developing curriculum materials, addressing pedagogical practices, promoting project-based learning etc. This component also includes activities to support effort of teaching/learning of students with complex learning needs.

Component 3: Measuring and Enhancing School and System Performance

The general objective of this component is to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. This component would provide support to academics in higher education institutions to undertake policy analyses using the information and data from



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the Quality Assurance activities planned as well as all the National Assessments conducted under AEDP. Under this component the main procurements would be consultancies and human resource development at the atoll level.

Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance

The general objective of this component is to assist the GoM to administer the project and develop institutional capacity. This component will assist GoM to carry out coordination, operations and monitoring support, capacity building and technical assistance, and communications in relation to the Project. Under this component the schools also get grants towards activities conducted by the schools to improve their learning outcomes.

2. Objectives

The Project Implementation Specialist will be appointed to work under the supervision of the Project Director 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

- Assist the Project Director in implementing the various components of the project.
- Interact, communicate and coordinate with different units and agencies involved in project implementation;
 - Prepare the annual work plan and budget for the project.
 - Assist and facilitate in preparing procurement plan of 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 facilitate in conducting the project reviews, and prepare documentation for the reviews, aide memoires, and implementation progress reports;
- Organize workshops, seminars and conferences for sharing of knowledge, best practice, and project progress.
- Plan and administer the creation and publishing of relevant content on social media including promotional materials and activities to disseminate information to target audiences.
- Facilitate project progress, conduct field visits, analyze operational performance, trends, and disbursements, highlighting problem areas and risks, assist with the preparation of relevant documentation (such as procurement documents) and reviews (such as reviews during the implementation of procurement processes).
- Assist with conducting project staff appraisal annually.



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- Maintain attendance and leave records of all employees;
- Coordinate with and update the progress of the AEDP to the MoE and other implementing agencies.
- Any other duties assigned by the Project Director

4. Required Qualifications and Experience

- Master's Degree in Education, Business Management, Project Management or a relevant discipline.
- 07-10 years of work experience in a related field, preferable in a donor funded projects.

5. Other Competencies

- Knowledge and understanding of technical, commercial and legal aspects on procedures and regulations of the World Bank.
- Experience in managing or coordinating donor-funded projects.
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- 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.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

6. Institutional Arrangements

The Project Implementation Specialist will work in the OMSU and will report directly to the Project Director.

7. Duration of services and terms of payment

The service is initially for a period of 01 year with the possibility of extension depending on performance. The Implementation Specialist will be paid based on the qualifications and relevant experience according to the circular of the National Pay Commission. The remuneration for this position is 33,740/-.