

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Social and Family Development

Male', Republic of Maldives

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STRENGTHENING GENDER INCLUSIVE INITIATIVES (SGII) IN MALDIVES PROJECT

PROJECT COORDINATOR

TERMS OF REFERENCE

A. Objectives and Purpose of Assignment

The Ministry of Social and Family Development (MoSFD) is seeking to hire an individual specialist **Project Coordinator** to assist its Project Management Unit's technical team in coordinating, managing, and administering the Asian Development Bank Project on Strengthening Gender Inclusive Initiatives (SGII) in the Maldives.

The SGII Project is a five-year stand-alone gender project approved in 2022. SGII addresses gender inequality through multisectoral and interconnected approaches across government and non-governmental stakeholders including local councils, Women Development Committees, and civil society organisations. This integrated package of interventions aims to:

- Strengthen the enabling policy environment for gender equality through the improved availability, quality, dissemination and use of gender statistics and sex, age, and disability disaggregated data.
- Support the translation of policy commitments into sustained and improved government funding of gender equality through gender responsive budgeting.
- Strengthen the social service systems that support women to access services for domestic and gender-based violence (DV/GBV) and services that reduce women's burden of caring for children and the elderly and so enable women to invest more time in education, economic and social activities.
- Strengthen partnerships of government, local councils, Women Development Committees, DV/GBV service providers and civil society organisations to prevent DV/GBV and support survivors access social protection services.
- Establish new DV/GBV shelters and an aged community centre.

The MoSFD is the lead implementing agency of SGII. Other implementing agencies are Maldives Bureau of Statistics (MBS), Family Protection Authority (FPA), Ministry of Finance (MoF) and the Ministry of Construction and Infrastructure (MoCI).

- iii. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, for independent reviewers and/or review by other relevant stakeholders of GOM.
- iv. Attend all missions and in country meetings as required.
- v. Preparation of consolidated, periodic reports on the Project activities, including semi-annual and annual reports to the Bank, reflecting: (i) the status of implementation progress, problems encountered, corrective actions needed, rationale for actions; and (ii) current costs of each Project component and estimated costs of completion. Prepare documentation as requested in a timely manner.
- vi. Ensure and supervise the reporting and monitoring system of the project.

Field visits

- i. Undertake regular field visits and consultations to monitor project implementation at all project sites and with all relevant stakeholders.
- ii. Work collaboratively and in coordination with the Project Implementation Unit of Ministry of Construction and Infrastructure on sites inspections and quality assurance.

Procurement

- i. Oversight of SGII procurement of goods, works and services under ADB guidelines while ensuring compliance of all procurements with ADB rules and procedures and in line with the Financing Agreements.
- ii. Assist the Procurement Unit of the PMU in the preparation of Terms of Reference, Tender documents and Evaluations of Bids and Proposals.
- iii. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required.
- iv. Assist in concept level design of infrastructure projects and preparation of necessary documents required for bid documents, contract documents and technical reports.

Project finance

- i. Managing project resources for implementation purposes as specified in Legal Agreement.
- ii. Review monthly project budget reports, track spending, and manage funds for efficiency.
- iii. Review consultant firm progress reports, appraise performance and approve invoices.
- iv. Review and approve sub-contractor funding requests.

D. Qualification and Experience

- i. Master's degree in Gender and Development Studies, Project Management, Social Sciences or in a related field with experience of 7-10 years.
- ii. Should have excellent command over English with proven communication and, presentation and negotiation skills.
- iii. Should be capable of providing leadership, motivation and training to the staff and stakeholders. The consultant will have proven project management experience involving diverse stakeholders and strong experience and success in high level program coordination. They will have cross-sectoral skills and ability to work with team members and stakeholders from different technical backgrounds at the highest level.
- iv. Should have strong leadership, management, and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

