

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Establishment of the Project Management Unit for the implementation of Equity and
Inclusion for Education Transformation Program, supported by the GPE System
Transformation Grant and System Capacity Grant**

Ministry of Education

Republic of Maldives

TERMS OF REFERENCE

MONITORING SPECIALIST

Background

The Government of Maldives (GoM) has a Partnership Compact focusing on education transformation around equity and inclusion, endorsed by the Local Education Group (LEG) and implemented using two grants provided by the Global Partnership for Education (GPE) for the implementation of the Partnership Compact. These are the GPE This is the central step required for financial assistance from the GPE System Transformation Grant and System Capacity grant.

The STG program is a comprehensive initiative designed to transform the Maldives education system. Its primary purpose is to operationalize the partnership compact by providing opportunities for every child in the country to receive a high-quality education, irrespective of their specific learning needs. Hence, the STG seeks to build an education ecosystem that prioritizes and provides opportunity for vulnerable and at-risk children including those with disability and those with complex learning profiles, to enroll and stay in school, learn and achieve age-appropriate learning milestones, and acquire knowledge, skills, and attitudes to transition from school to work and life.

The program is national in scope, engaging and impacting all levels of the Maldives education system i.e. national, atolls, islands, schools, teachers and students. It provides catalytic resources to accelerate policy level actions, capacity building of schools, teachers and principals for accelerated action including quality and inclusive teaching and learning, learning from the field and practice to inform education sector policies and financing of good practices, and partner and stakeholder engagement for ownership and scaling.

The SCG seeks to address the key institutional bottlenecks identified in the enabling factor analysis underpinning the development of the partnership compact and strategic intention to address equity and inclusion in education. These included the need to improve availability and use of data and evidence for gender-responsive sector planning, and sector coordination and financing. The SCG program's purpose is to create an enabling environment for education transformation to achieve equity and inclusion in enrolment, transition across grades and learning outcomes. To achieve the above, SCG will focus on three main outcome areas consistent with the evidence from the enabling factor analysis and stakeholder consultations:

- Gender-responsive sector planning, policy, and monitoring.
- Education sector coordination.
- Volume, equity, and efficiency of finance.

The two grants are managed by the UNICEF Maldives Country Office as the Grant Agent.

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A dedicated and lean Project Management Unit (PMU) at the MOE will be established to work under the designated official at the Ministry of Education and the education program at UNICEF. The PMU will coordinate implementation within MoE and maintain day-to-day operational communication with UNICEF. PMU will support the divisions to prepare workplans and project proposals, and timely reporting on programmatic and implementation. The PMU will collaborate with UNICEF to identify and address bottlenecks to implementation and jointly report on progress to the LEG.

Key Tasks

The Monitoring Specialist will report to the Project Coordinator. His/her main duties and responsibilities are to assist the Project Coordinator in the following tasks:

- Coordinate and facilitate in implementation and monitoring of day-to-day activities related to project components.
- Support organization of program visits, program reviews, and join sector reviews as planned by MOE/PPRD and UNICEF.
- Monitor project activities at implement agency level.
- Organize workshops, seminars, and conferences for dissemination of findings from monitoring and evaluation exercises and sharing of knowledge, best practice, and project progress.
- Assess 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).
- Establish, maintain and implement sound results monitoring framework for the project, at the national and island level, to ensure that the yearly targets of the project are achieved.
- Maintain data and information collected for results monitoring of activities under the project, in discussion with the respective implementing agencies in a timely and efficient manner.
- Ensure that the developed results monitoring tools are used by the implementing agencies, for their respective activities.
- Prepare consolidated quarterly monitoring reports of the key performance indicators of the project to be shared with the relevant GoM agencies including the, MoE, UNICEF Maldives and the implementing agencies.
- Collaborate with UNICEF on joint monitoring of the implementation of the activities as per the implementation plans for the STG and SCG and monitor attainment of results as per the results frameworks for the two grants
- Any other monitoring duties assigned for the project by the Project Coordinator.

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Performance Review

Performance evaluation reviews will be done two times during an implementation year (once during the mid-year review of implementation and during the annual review) year by the Project Coordinator. The Grant Agent (UNICEF) will also provide feedback on performance to the Project Coordinator.

The service is for duration of 12 months from date of signing. The position is renewable on an annual basis, subject to satisfactory performance until the project completion.

Remuneration

The remuneration for this position shall be according to the National Pay Commission's Circular Number 13-NPC/CIR/2018/5.

The Monitoring Specialist is expected to report for work on weekdays and provide his/her services for an average of 30 hours a week. The Monitoring Specialist may have to work extra hours in order to complete the tasks assigned to him/her and during travels, without any extra payments as such hours have been considered in the Remuneration Fee as stated above.

The Monitoring Specialist shall be paid a monthly Remuneration Fee of MVR 28,800.

Required Qualifications and Experience

- Must have at least a Master's Degree/Postgraduate Certificate in Business Administration, Management, Education, Planning, Project Management, or a relevant discipline, and 5 - 7 years of work experience in a related field.
- Demonstrate understanding and commitment to education development, especially Education Management, Education Planning, Education Statistics, and Education Program Monitoring and Evaluation.
- Prior experience and familiarity in GPE funded projects, especially education or higher education sector projects could be an advantage if the performance of the candidate has been good.

Professional Competencies

- Ability to read and write fluent English and produce project reports in English for regular and continuous presentations to WB staff and other Development Partners..
- Ability to monitor stakeholders' participation and commitment for effective implementation long-term sustainability of the project.
- Familiarity with the relevant government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.

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- Strong communication skills and good interpersonal relations.
- Ability and willingness to travel to the Atolls for an adequate number of working days each quarter to discharge his/her monitoring responsibilities effectively.

Facilities to be provided

The holder of the position would be entitled to the following facilities:

- An office in the MoE with equipment including a computer/laptop and docking station, telecommunication services, and access to printing, photocopying and scanning equipment.
- Transport for official purposes. Transport, lodging, subsistence and incidental expenses for atoll travel for official purposes.

