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**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

PROJECT COORDINATOR

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. 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.

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

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 Project Coordinator will report to the Policy Planning and Research Division and will work closely with UNICEF. His/her main duties and responsibilities are to carry out the following tasks:

- Provide oversight and managerial support to the functioning of the Project Management Unit.
- Coordinate and prepare the overall work plan of the grants with input from the implementing agencies and in collaboration with UNICEF
- Monitor the implementation of grants as per the UNICEF HACT regulations and the Government of Maldives Financial Rules and Regulations, identify bottlenecks and address the bottlenecks in a timely manner.
- Institute where required, processes and policies to expedite implementation of the work plans, utilization of grants ensure timely reporting, and to enhance information flow and communications with implementing departments, MOE/PPRD and UNICEF.
- Lead the preparatory work for periodic supervision missions by the GPE and the review of the grants, including organization of the Joint Sector Reviews in collaboration with UNICEF and MOE/PPRD.
- Maintain regular and effective communication with the UNICEF Maldives team and the MOE/PPRD on grants and program implementation matters.
- Prepare reporting documents on the SCG and STF and share them as required with MOE, GPE, UNICEF, LEG, and other implementing agencies.
- Ensure systematic collection and maintenance of data required for monitoring, evaluation and reporting.
- Prepare communication products on the partnership and the results achieved, periodic reports on the grants and disseminate them as required.

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- Provide exemplary management and leadership, motivating and developing people under his/her supervision to perform at their best and live the core values of UNICEF and GPE (care, respect, integrity, trust, accountability). As such, maintain a healthy, respectful, safe and secure work environment that complies with UNICEF's zero tolerance commitment against all forms of harassment and abuse and with United Nations Security Management System (UNSMS) provisions and with the Employment Act Law No 2/2008 and Act on Prevention of Sexual Abuse and Harassment – 16/2014. Timely measures must be taken under these acts with respect to complaints made about sexual abuse, harassment, and abuse of authority.
- Manage performance of the Procurement and Administrative Officer and Monitoring Officer by regularly discussing performance, giving timely and constructive feedback and fostering team work.

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 supervisor in charge at the PPRD. The Grant Agent (UNICEF) will also provide feedback to the PPRD on the performance of the Project Coordinator.

The service is for duration of 12 months from the date of signing. The position is renewable on an annual basis, subject to satisfactory performance until 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 Project Coordinator is expected to report for work on weekdays and provide his/her services for an average of 30 hours a week. The Project Coordinator may have to work extra hours in order to complete the tasks assigned to him/her, without any extra payments as such hours have been considered in the Remuneration Fee as stated above.

The Project Coordinator shall be paid a monthly Remuneration Fee of **MVR 34,740.00**

Required Qualifications and Experience

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- Must have at least a Master's Degree/Postgraduate Certificate in Education, Administration, Management, Project Management or a relevant discipline and 7-10 years of work experience in a related field.
- Demonstrate understanding and commitment to education development, especially Education Management, Education Planning, 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

- Strong leadership and coordination skills
- Ability to interact with stakeholders and monitor their participation and commitment for effective implementation long-term sustainability of the project.
- Ability to interact with development partners.
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds.
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and produce project reports in English for regular and continuous presentations to the GA and other Development Partners.
- Advanced computer literacy skills.
- Ability to obtain stakeholders' participation and commitment for effective implementation and long-term sustainability of the project.
- Effectiveness in monitoring and resolving project implementation issues.
- Familiarity with the relevant government procedures and regulations.
- Ability to deliver monitoring services as required by the Project.
- Ability to monitor a project with complex and diverse activities.
- Monitor procurement and financial management activities as relevant for the Project
- Monitor environmental and social safeguards activities as relevant for the Project
- Familiarity in statistics and data processing.
- Ability and willingness to travel to the atolls for an adequate number of working days each quarter to discharge his/her monitoring responsibilities effectively.
- Ability to conduct training activities for the relevant staff of the implementation agencies, relevant to his/her roles and responsibilities.

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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.

