

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Terms of Reference and Scope of Services
FOR
DEPUTY PROJECT COORDINATOR
Maldives: Enhancing Employability and Resilience of Youth Project
(MEERY; P163818)
Ministry of Higher Education
Republic of Maldives

1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided/collided with the rapid growth in low-skill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

The Government of Maldives (GoM) is preparing to implement the “Maldives: Enhancing Employability and Resilience of Youth (MEERY)” Project. The project is funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that will be co-chaired by the MoHE and the Ministry of Economic Development.

The project comprises of three components and a Contingent Emergency Component. The three primary components are;

Component 1: Fostering skills development and entrepreneurship in priority sectors (Tourism & Construction and ICT related Services Sectors through four sub-components:

- 1.1: Labor-market assessment and analysis for demand driven skills identification*
- 1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum*
- 1.3: Face-to-Face Skills Delivery.*

1.4: Support for Entrepreneurship Development.

Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components: .

2.1: Strategy Development, Strengthening and Diversifying skills development programs.

2.2: IT infrastructure for skills development and jobs platform.

2.3: Career hubs for education-industry linkages.

Component 3: Project Coordination, Monitoring and Evaluation

The GoM is recruiting a Deputy Project Coordinator who will work primarily with the project focal point assigned by the Ministry of Economic Development to implement the entrepreneurship development aspects of the project, and ensure smooth coordination/liaison with the Project PMU and MoHE.

2. Scope of Services

The Deputy Project Coordinator will be responsible for managing, administering and co-ordinating the project components/ sub-components implemented by MED. The roles and responsibilities of the Deputy Project Coordinator would include the following tasks;

1. Coordinate and steer project components/ sub-components implemented by MED, under the supervision of the project focal point (s) appointed by MED.
2. Ensure timely delivery of project components/ sub components and contracts assigned to third Parties in the delivery of these components. :
 - Monitoring financial activities, promoting financial discipline and ensuring proper implementation of computerised financial management system
 - Ensure timely procurement and payments for goods and services that are procured under the project components/ sub-components implemented by MED
 - Work closely with the MED designated Government SOE to implement the Business Pitch Competitions and that the funds allocated for these are utilized for the intended purposes and in accordance with the terms and conditions set out in the Grants Manual.
 - Ensuring that procurement is carried out in accordance with government and IDA procedure and guidelines.
 - Reviewing disbursement status of the project funds.
 - Monitoring the progress of activities undertaken by various agencies during the project implementation process and assisting with the efficient implementation of the project.
 - Liaising with project staff to monitor the progress of the project activities pertaining to entrepreneurship development.
 - Ensure that timely requests for the withdrawal / reimbursement of funds from the project account is made to finance entrepreneurship development expenditures.
 - Fulfil the audit requirements of the Grant agreement.

3. Lead the process of preparing and finalizing the Annual Work Plans and budgets for project components/ sub-components implemented by MED.
4. Ensure co-ordination of activities carried out under project components/ sub-components implemented by MED with relevant government and private sector stakeholders
5. Closely liaise with the Project Coordinator and designated focal points from implementing agencies to ensure achievement of the agreed development objective under the project, and in conformity with the Financing Agreement for the project.
6. Effectively organize, coordinate and monitor the project activities, including impact monitoring and development of the indicators relating to entrepreneurship development. In this regard, set up and implement a system for regular performance monitoring.
7. Identify problems promptly as they arise during implementation and take timely remedial action in consultation with the designated focal points from MED, MoHE and the Project Coordinator.
8. Other project related duties assigned by the MED and PMU.

3. Required Qualifications and Experience:

At least a Master's Degree in Accounting, Finance, Economic, Business or a relevant discipline, and a minimum of 05 years of relevant experience . Demonstrate understanding and commitment to project management and implementation, support to SMEs, business development, especially Business Management, Planning, and monitoring and evaluation.

4. Professional Competencies:

1. Ability to speak, read and write excellent English, and produce project reports in English for regular and continuous presentation to World Bank staff.
2. Ability to plan and implement a project with complex and diverse activities.
3. Ability to effectively organize and lead the work of a multi-disciplinary team.
4. Effectiveness in analyzing and resolving project implementation issues.
5. Strong communication, negotiating skills and good interpersonal relations.
6. Familiarity with Government procedures and regulations.
7. Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project.

5. Reporting Requirement

The Deputy Project Coordinator will report on a day to day basis to the Project Coordinator and the designated project focal point assigned by MED. The Deputy Project Coordinator will liaise with the Project Coordinator of the Project Management Unit on matters of project administration and finance.

6. Work Site

The Deputy Project Coordinator will be based in MED.

7. Remuneration

The position will be financed from the Project funds. The remuneration will be set in line with other positions in the PMU and agreed with the World Bank.

8. Duration of services and terms of payment

The service is initially for a period of 01 year or with an opportunity following satisfactory performance or as agreed by both parties in writing.