

- Coordinate and collaborate with international development partners, such as the World Bank, Asian Development Bank, UNICEF, and others, representing the Agency in necessary meetings and discussions, if any when required.
- Identify areas requiring amendments to existing regulations and policies, and provide technical feedback and support to facilitate these changes.
- Offer constructive feedback and support in the preparation of guidelines based on committee decisions, ensuring clarity and compliance with policy objectives.
- Support the development and updating of Standard Operating Procedures (SOPs) by providing technical input and constructive feedback.
- Conduct necessary training sessions and provide support to committee members, particularly in areas related to application processes and decision-making.
- To ensure operational efficiency, consultants are expected to be available and reachable during working hours on all working days. In addition, urgent tasks assigned during non-official hours and holidays should be completed with appropriate urgency.

4. Deliverables

- Monthly Report of work attended to, in an agreed format to be submitted within the first week after the end of each month
- Draft and finalized amendments to the Social Protection Act and relevant regulations.
- Policy papers and technical documents as required by ZV and the CEO.
- Updated SOPs and guidelines for committee decisions.

5. Reporting and Work Arrangements

- The Consultant will work closely with Legal Section and Social Protection Division heads and other relevant team members and report directly to NSPA's ZV (Head of Civil Service staff).
- Physical attendance is not compulsory as payments will be made monthly against completion/submission of deliverables scheduled and agreed with the Consultant.
- The consultant is expected to be available during official working hours on all government working days and, if necessary, to work on holidays to meet the target.
- Workspace and equipment will be provided for at NSPA office (if required) and off-site work options can be facilitated (if required) as well.

6. Duration and Remuneration

- The services of the consultant are required for 1 year, with the potential to extend for an additional 1 year based on need and performance.
- The Consultant shall be paid a monthly remuneration fee of **MVR 27,000.00**

7. Qualifications and Experience

8. Master's Degree or equivalent professional qualification (MNQF level 9) in the field of Developmental Studies, Social Policy, Management or Social Science with a minimum of 03 years of professional work experience in the Social Science after attaining a Master's degree or equivalent professional qualification.
OR

Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of Developmental Studies, Social Policy, Management or Social Science, with a minimum of 7 to 10 years of professional work experience in the field of Social Science after attaining a Bachelor's degree or equivalent professional qualification.

- Strong knowledge of social protection, legislative processes, and policy analysis.
- Experience working with government institutions, international organizations, and development partners.
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, and PowerPoint) and Internet.
- Excellent report writing and good command of both spoken and written English and Dhivehi is required.
- Ability to work independently and effectively coordinate with multiple stakeholders.

9. Documents to Submit

Interested candidates should submit their CV, a cover letter outlining their relevant experience, and any supporting documents demonstrating their expertise, qualifications and experience and National Identity card of the applicant (Ensure that ID card is not expired).