

Learning Advancement and Measurement Project

TERMS OF REFERENCE

Project Officer Finance

Background

The Government of Maldives (GoM) has an Education Sector Plan (ESP) endorsed by the Local Education Group (LEG) under implementation. This is the central step required for financial assistance from the GPE. The ESP has four main goals. The first goal is to improve learning for all through equitable access to quality education. The main results the GoM seeks to achieve under this goal are to ensure that all children from pre-school through grade 12 are enrolled in school, learning gaps across atolls are reduced, and overall learning outcomes are improved. The second goal is to provide youth and adults with the necessary skills for employment, decent work and entrepreneurship. The third goal is to ensure equitable access to lifelong learning and a quality higher education for all. The fourth and final goal is to strengthen the system for efficiency to deliver high quality education. The Maldives Learning Advancement and Measurement Project (LAMP) will support the first goal by promoting strategic initiatives to improve learning outcomes in foundation and primary education, with a special focus on the atolls where learning levels are lowest.

Components of the LAMP

The LAMP is organized into four components.

Component one: Strengthening Curriculum Implementation: is designed to strengthen curriculum implementation and improve learning outcomes in key subjects, English, mathematics and Dhivehi at the Foundation and Primary Education stages. To ensure equitable access to learning, this component is also designed to provide support for children with SEN and students at risk.

Component two: Improving Teacher Education and Development: is designed to improve teacher quality and performance; with initiatives aimed at improving both pre-service teacher education and continuing professional development of teachers. The Project will help the GoM to develop SBPD to continuously improve teacher motivation, pedagogical skills, competencies and performance. In addition, the Project will help enhance the quality of pre-service teacher education programs offered by the MNU, IUM, and non-state HEIs.

Component three: Advancing the Measurement of Student Learning and School Performance: is designed to advance the measurement of student learning and school performance; with specific initiatives aimed at modernising the system for learning assessment and developing the school QA system.

Component 4: Coordination, Monitoring, Policy Analysis and Technical Assistance: is designed to cover coordination, operations and monitoring support, technical expertise, policy research and evaluation, and communications.

Effective implementation of day to day operations is extremely important for the success of the LAMP. In particular, the project will have a strong emphasis on managing the resources which are dedicated to the delivery of the services critical to the achievement of the target results of the LAMP, including the intermediate outputs, outcomes, and overall project outcomes. The Project Officer will be responsible for assisting the IME Specialist of the LAMP to establish, maintain, and implement sound operations systems.



Key Tasks

The Project Officer Finance will assist the Finance Division of the MoE to coordinate and implement Finance tasks of the LAMP. This would involve assisting the Finance Division of the MoE to:

- Provide accurate, complete and timely financial information for managing and monitoring project activities;
- Prepare annual budget estimates and disbursement plans of the project;
- Work in close cooperation with the Finance Division to enter the project chart of accounts into the SAP financial system to keep accurate records of project activities;
- Provide full support for section staff through the development of weekly action plans;
- Prepare monthly cash flows and cash forecasts;
- Follow up on all financial issues and ensure that the Ministry of Finance (MoF)'s and World Bank (WB)'s Financial Management (FM) procedures and guidelines are being implemented;
- Liaise with relevant MoF departments on financial issues;
- Ensure timely withdrawal/ payment/ reimbursement of funds from the foreign financing agency for project expenditure;
- Prepare monthly, quarterly and annual financial statements in time and comply with audit requirement;
- Keep records of all financial documents for the internal and external auditors and facilitate the auditor's missions in the Project Management Team (PMT) and implementing agencies;
- Prepare quarterly Interim Unaudited Financial Reports (IUFRs) to be submitted to the WB;
- Ensure that the annual accounts of the project are submitted on time to the Auditor General of the Maldives;
- Prepare replies to audit queries raised by the Internal Auditor, the Auditor General and WB Audit;
- Establish and maintain close links with the agencies involved in the Project and ensure their compliance with all reporting requirements and the adherence to government and WB procedures in implementing their work plans;
- Co-ordinate all activities related to monitoring of indicators related to financial management, audit requirements, financial reporting and capacity building initiatives involving all relevant entities in the project; and
- Assist, collaborate and support the monitoring and evaluation of the ESP 2019-2023.

Schedule

The service is for a period of 12 months beginning November 15, 2020, renewable annually. Performance evaluation reviews will be organized by the Project Coordinator. The WB will provide feedback on performance to the Project Coordinator. The position is renewable, subject to satisfactory performance, from November 15, 2021 until project completion in June 30, 2024.



Remuneration

The Project Officer Finance shall be paid a monthly Remuneration Fee of **MVR 10,040**.

Required Qualifications and Experience

- At least 3 passes in GCE A/L and 2 passes in HSC with at least 1 pass in accounting, economic or business, and 2 years of work experience in a related field. Prior experience in WB funded projects, especially education or higher education projects, could be an advantage if the performance of the candidate has been good.

Note: A pass is considered to be “C” grade and above

Professional Competencies

- Knowledge of government accounting policies and procedures would be an advantage
- Ability to interact with policy makers, managerial staff, academics, teachers, and administrative staff, in the education and higher education systems
- Ability to interact with government officials.
- Ability to interact with development partners such as the WB.
- 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.
- High level of computer literacy, including Word, Excel, email and the internet.
- 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.

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.

