

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT (MEERY: P163818)

Ministry of Higher Education
Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

FOR

Consultancy for Business Pitch Competition Management Firm (Local) in Maldives

(Procurement Ref: MV-MOHE-184332-CS-CQS)

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 implementing 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 is co-chaired by the MoHE and the Ministry of Economic Development.

The project comprises 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

2. Objective of the Assignment

The MEERY project seeks to engage a qualified, experienced and competitively selected firm to administer a Government of Maldives Business Pitch Competition (BPC) targeting potential entrepreneurs, in accordance with the guidelines set out in the Grants Manual. The Grants Manual establishes the procedures, controls and criteria required to solicit, apply, evaluate applications, and award and administer awards under this Project.

3. Scope of Services

The Firm will administer the BPC which is targeted at the project target sectors, that is tourism and construction and Information and Communication Technology (ICT) sectors. Given the current context and Government's Covid-19 guidelines and protocols, the BPC will be held virtually unless required otherwise. The successful firm will be required to engage with applicants and the MEERY project Management unit (PMU) virtually unless required otherwise.

The selected firm will:

- 3.1 Administer the BPC in compliance with the BPC Grants Manual;
- 3.2 Conduct BPC awareness and promotion campaigns in collaboration with the PMU;
- 3.3 Prepare BPC first cycle implementation plan and required documents and templates;
- 3.4 In conjunction with the PMU, manage the online portal through which the first-round competition applications will be submitted;
- 3.5 Collect, document and verify all documents submitted for the competition from the online portal;
- 3.6 Conduct a prescreening of applicants in accordance with the BPC Operations Manual
- 3.7 Notify successful and unsuccessful applicants as per the BPC operations manual;
- 3.8 Organize the bootcamp trainings, in collaboration with the Consultant developing the short entrepreneurship module before the successful applicants submit the final proposal to the BPC Grant selection panel;
- 3.9 Facilitate communication between the applicants, the PMU and the selection panel;
- 3.10 Assist with the organization of the panel interviews, pitch sessions between the candidates and the selection panel in collaboration with the PMU;

- 3.11 Prepare the awards disbursement agreements, award memos, rejection letters, in collaboration with the PMU, obtaining the signatures of the selected candidates and submitting the documents for signature to the PMU nominated signatory;
- 3.12 Collaborate with PMU on issues relating to technical interventions to ensure compliance with the agreed project Environmental and Social Management Framework;
- 3.13 Administer the award tranches as needed in collaboration with the PMU;
- 3.14 Conduct site visits to monitor the implementation of awards recipients and review, analyze and assess awardees performance against KPI as per funding agreement;
- 3.15 Prepare bi-weekly progress update reports and submit them to the PMU; and
- 3.16 Other duties and responsibilities related to BPC as may be assigned by PMU.

Key deliverables:

- BPC first cycle implementation plan, standard of procedures, and relevant templates;
- BPC outreach and promotion plan; and
- Bi-Weekly progress reports to the Project Director

4. Timeline

The firm will be expected to provide services for a period of 6 months initially, in which period the firm must successfully execute the first BPC cycle. The firm is expected to provide sustained commitment to the project within this duration. The firm will also be required to submit bi-weekly work progress updates to the PMU. The contract can be renewed upon satisfactory performance in concluding the first cycle of the BPC.

5. Key Qualifications Required

The Assignment requires a high degree of technical knowledge and understanding, as well as the ability to interact with partners, including senior level officials at the MoED, BCC, the World Bank, and the private sector at large.

The BPC management firm will be a consultancy firm with experience working with SMEs in the Maldives or must have undertaken similar responsibilities.

- 5.1 The firm must have a minimum of 3 years of experience in business development or related area;
- 5.2 Must have undertaken at least 3 projects in the Maldives involving the development of MSMEs;
- 5.3 The firm must demonstrate successful experience working on micro and small enterprise development,
- 5.4 Experience working with both public and private sector in related projects will be added advantage.
- 5.5 Proven management and successful delivery of MSME related development projects

6. Key Staff

The following key staff are required for this assignment:

S/N	Key Personnel	Required No.	Qualification	Experience
1.	Team Leader:	1	Minimum Academic Qualification of bachelor's degree in Finance/Business Administration. Master's Degree in Business Administration or a related discipline is preferred.	<p>Must have the following:</p> <ul style="list-style-type: none"> - A minimum of 3 years general experience working with Micro Small and Medium Enterprises (MSMEs). - A minimum of 2 years specific experience in managing assignments MSME related development projects <p>Staff input: Three-month equivalent</p>
2.	Financial Management Expert	1	Bachelor's degree in Finance/Business Administration/Economics. Master's in finance or Business Administration or related discipline will be and added advantage	<p>Must have the following:</p> <ul style="list-style-type: none"> - Minimum of 3 years general experience in project finance management. - A minimum of 2 years specific experience in assignments of similar nature. <p>Staff input: Three-month equivalent</p>
3.	Grant Management Expert	1	Bachelor's degree in Finance/Business Administration/Economics. Master's in finance or Business Administration or related discipline will be and added advantage	<p>Must have the following:</p> <ul style="list-style-type: none"> - Minimum of 3 years general experience in the management of grants preferably in MSME programme. - A minimum of 2 years specific experience in assignments of similar nature. <p>Staff input: Three-month equivalent</p>
4.	M&E Expert	1	First Degree in a social science or related discipline.	<p>Must have the following:</p> <ul style="list-style-type: none"> -Minimum of 3 years general experience in the project management and implementation.

				-and a minimum of 2 years specific experience in project monitoring and evaluation of similar nature staff input: Three-month equivalent
5.	Legal Expert	1	First Degree in Law from a reputable university.	Must have the following: -Minimum of 3 years general experience in MSME related programmes. -and a minimum of 2 years specific experience in assignments of similar nature. Staff input: One-month equivalent

7. Duty of Care

- 7.1 The Firm will be responsible for the safety and well-being of their personnel and Third Parties affected by their activities during this assignment, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
- 7.2 The MEERY Project will share available information with awardees on security status and developments in Maldives where appropriate.
- 7.3 The Firm will be responsible for ensuring appropriate safety and security briefings for all their personnel working under the MEERY Project and ensuring that their expatriate personnel are registered.

8. Reporting

The Firm will report and present the key contents to the MEERY project steering committee through the PMU. The weekly reports shall be submitted by Tuesday of the following week. All report shall be submitted electronically. The firm will be required to work in their own place of operations.

9. Confidentiality, Ethics and Conflict of Interest:

The selected Consultant undertakes to comply with the World Bank’s rules with regard to corrupt and fraudulent practices, conflict of interest and confidentially. The Consultant shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Client. Any draft documents produced by the consultant will be discussed and cleared with the Client before their final issue.