



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

Implementation Consultant for the Maldives Polytechnic

(Procurement Ref: MV-MOHE-210152-CS-INDV)

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

The Project Management Unit (PMU) of the MoHE, who will be in charge of implementing the project is looking for a qualified Individual Consultant (hereinafter ‘Consultant’) to carry out this assignment.

2. Objective of the Assignment

The Consultant will be responsible to manage, organize, implement and supervise all MEERY Project related activities at Maldives Polytechnic. The Consultant will be managing and supervising the trainings program and resource development conduct under the project activities.

3. Scope of Work:

The Consultant will carry out, inter alia, several tasks, including but not limited to the following;

- Manage, organize, implement and supervise in all activities planned for Maldives Polytechnic, under MEERY Project and coordinate with Project Implementation Unit (PMU) and other stakeholders.
- Develop strategies pertaining to the implementation of activities under MEERY project.
- Assist the Maldives Polytechnic in monitoring and evaluation of the day to day activities.
- Analyze all the relevant laws/legislations, policies and regulations in the Maldives, relating to higher education, vocational education and training in the Maldives.
- Assist the Maldives Polytechnic in organizing training programs, development of training materials, training curricula, procedures and necessary protocols.
- Develop TORs and other supporting materials as required.
- Develop, maintain and update a standard set of project monitoring tools, including reports on project implementation and progress reports on substantive and financial status from the partner of the project portfolio.
- Monitor all aspects of project implementation, identify problems and propose actions.
- Identify training needs and prepare training plans for the country on a variety of thematic areas related to the Vocational and skill training.
- Develop training programs and materials in consultation with the partner NGOs and training institutions.
- Act as the focal point and coordinate and organize meetings and training programs necessary for implementation of the activities under the MEERY projects

- Prepare monthly, semi-annual, annual project progress reports for the activities under the MEERY projects and present the work progress reports to Maldives Polytechnic, Ministry of Higher Education and MEERY project unit.
- Oversee and assist in the purchase and delivery of cost-effective project equipment, according to standard procurement procedures and the timely payment for project equipment/services.
- Develop agendas for meeting and study tours; coordinate study tours and missions of the consultants and experts.
- Manage and monitor the skills development program activities in the Maldives Polytechnic conducted under MEERY project.
- Maintain the trainee's database for the skills development programs run under the MEERY project.
- Develop the needed monitoring tools for the monitoring of skills development programs conducted under MEERY Project.
- Work closely with workplace assessors and manage the competency-based assessments conducted for the training programs run under the MEERY project.
- Undertake any other activities as may be necessary to ensure the timely completion of the planned activities and related programmatic activities in the Maldives.
- Provide timely feedback to Maldives Polytechnic.

4. Required Qualification and Experience

- Minimum Master's Degree in Educational Management or any other relevant field.
- A Maldivian citizen with a minimum of five years' experience working in Educational Management.
- Experience in project management and implementation.

5. Other Competencies

- Have an understanding of Maldives governmental and non-governmental organizations and private sector.
- Demonstrate experience
- Ability to engage in dialogue with counterparts on technical issues.
- Demonstrate good research and written communication skills, and the ability to prepare high quality reports in English and Dhivehi.
- Excellent written and verbal communication skills.
- Strong organizational, managerial and analytical skills
- Willing to learn and grow, and is motivated to take on additional tasks.
- Self-directed and able to work with limited supervision
- Ability to multi-task in a fast-paced environment.
- Proficient in computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

6. Institutional Arrangements and Reporting

The Consultant will be working in Maldives Polytechnic and should report directly to the CEO. The Consultant will be based at Maldives Polytechnic.

7. Duration of Services

The service is for a period of 12 months. The agreement could however be extended should the need arise and the conduct of the assigned is found to be acceptable.

8. Remuneration

- Consultancy fee (rate for daily input) will be negotiated with the successful applicant.
- Payment will be made on a monthly basis as outlined in the contract and upon receipt of monthly reports, time sheets and invoice for the input provided during that month.

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 confidentiality. The Consultant shall maintain confidentiality 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 PMU.