



Terms of Reference and Scope of Services

FOR

PROJECT MANAGER

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 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 will be co-chaired by the MoHE and the Ministry of Economic Development.

Component 1: Integrating Skills Development with Labor Demand in the Tourism & Construction, and ICT-related Services Sector.

- 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. Skills Development and eLearning Strategy.

- 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. Objectives

The Project Manager will oversee and coordinate all the activities of the Project. He/She will liaise with the relevant Ministries and The World Bank. The Project Manager will act as the official spokesperson for the project to promote project objectives; keep all agencies involved in the project implementation and inform them about development of project programs and policies and motivate them to participate in achieving maximum level of performance.

3. Scope of Services

The Project Manager will function as the head of PMU. The Project Manager is responsible for managing and coordinating the full range of project activities during the project cycle from preparation and implementation to completion, reporting and winding up. He/She will carry out, *inter alia*, several tasks, including but not limiting to the followings;

- Employ, supervise activities of, arrange training for, and evaluate performance of all project staff and consultants in the PMU.
- Coordinate Project activities among implementing agencies.
- Prepare a Project Implementation Plan including disbursement plans for the entire project period, identifying annual targets of project activities and responsibilities of all PMU staff and line agencies.
- Supervise implementation of the project components on a regular basis especially:
 - Monitor financial activities, promote financial discipline and ensure proper implementation of computerized financial management system.
 - Ensure that procurement is carried out according to government and IDA procedure and guidelines.
 - Review disbursement status of project funds.
 - Monitor the progress of activities undertaken by various MoHE and MoED agencies during the project implementation process and assist the efficient implementation of the project.
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 - Monitor with project staff the progress of the project.

- Ensure timely withdrawal / reimbursement of funds from the foreign financing agency for project expenditure.
- Fulfil audit requirements of the Grant agreement.
- Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies, and finalize the Annual Budget and Work Plan. Ensure that adequate funds are allocated in the MoHE's Annual Development Programs. Maintain close links with Ministry of Finance on budgetary allocation matters.
- Coordinate and manage activities between IDA, MoHE and MoED Agencies.
- Ensure coordination with the island administrative councils, islands women's councils, and private sector service delivery agencies.
- Implement the project to achieve the agreed development objective, and in conformity with the Grant financing agreement.
- Effectively organize coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators.
- Identify problems promptly as they arise during implementation and take timely remedial action.
- Set up and implement a system for regular performance monitoring.
- Other project related duties as agreed from time to time with the MoHE and the World Bank.

4. Required Qualifications and Experience

- At least a Master's Degree in project management, business management or a relevant discipline.
- Minimum 05 years of working experience in managerial position with 02 years of working experience in coordinating and managing a donor-funded project.
- Prior experience with technical, commercial and legal WBG policies and procedures would be required.

5. Professional Competencies

- Must have knowledge and understanding of technical, commercial and legal aspects on procedures and regulations of the World Bank.
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- Strong communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively in a multidisciplinary team.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- The successful candidate will have good communications skills and must understand the objectives and delivery mechanisms. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

6. Institutional Arrangements

The Project Manager will work in the PMU and will report directly to the State Minister of Ministry of Higher Education who is assigned to oversee the project as the Project Director.

7. Duration of services and terms of payment

The service is initially for a period of 01 year with the possibility of extension depending on performance.

The Project Manager shall report for work on week days on regular working hours (0800hrs to 1400hrs). The Project Manager may have to work extra hours in order to complete the tasks assigned to him/her, without any extra payments as such hours have been considered in the remuneration rate.

The Project Manager will get a remuneration between MVR 32,240 and MVR 34,740 as per the Salary Framework of National Pay Commission.