



Terms of Reference and Scope of Services

FOR

PROJECT OFFICER

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.

The Project Development Objective is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors.

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 Management Unit (PMU) of the MEERY Project, wishes to contract a Project Officer, who will coordinate and assist in the implementation activities of the Project carried out by the Ministry of Economic Development (MOED). The Project Officer will be responsible under the supervision of the Project Manager for planning and coordinating project activities to be implemented by the MOED, including scheduling, reporting and document control.

3. Scope of Services

The Project Officer will work closely with the Project Manager and the Focal Point of MOED. The Project Officer's main duties and responsibilities are to assist the MOED in the following tasks:

- Facilitate monitoring and implementation of activities undertaken by the Ministry under the MEERY Project.
- Assist in the development of implementation strategy for activities and contribute to the achievement of the key performance indicators
- Assist in facilitating the day to day co-ordination and operational work with the staff of implementing agencies
- Assist the Project Manager to oversee the implementation work of the finance, procurement, administration, environmental and social safeguards, monitoring and evaluation, and HR activities of the project activities to be implemented by the MOED
- Participate in regular discussions and monitoring meetings with the World Bank and compile the minutes of the meeting.
- Assist the Project Manager to improve the implementation systems, processes and policies in support of the MEERY Project as required and as they relate to the MOED activities.
- Assist the Project Manager and the Project focal point to prepare and provide progress reports
- Any other task monitoring and administrative duties assigned by the project Manager and the Project focal point, or the MOED as they relate to the MEERY Project.

4. Institutional Arrangements

The Project Officer will report directly to the Project Manager who has overall responsibility

for the management of the MEERY Project. The Project Officer will also work closely with the Focal Point appointed by the MOED.

5. Required Qualifications

- Minimum Bachelor's Degree in the field of Project Management, Business Administration, Economics, or other relevant field in social sciences.
- Minimum 3 years of work experience.
- Ability to write and communicate clearly, and analytically. Excellent spoken and written English and Dhivehi.

6. Reporting Requirement

The Project Officer will report to Project Manager and Deputy Project Manager

7. Work Site

The station of the Project Officer will be determined by the Ministry of Economic Development.

8. Duration of services and terms of payment

The service is initially for a period of 1 year and commensurate with other consultants' positions in the PMU. Any renewal will be based on a performance evaluation of the individual selected. The Project Officer will be paid based on the qualifications and relevant experience as per the Salary Framework for Donor Funded Projects under Ministry of Finance.

9. Placement of the Project Officer

The Project Officer will be based in the Ministry of Economic Development and work with the PMU staff on all day-to-day operations pertaining to the MEERY Project.