



Ministry of Health

Terms of Reference

Program Officer (Inclusivity Stakeholder Group) of COVID-19 Risk Communication (Local) Maldives: COVID-19 Emergency Response and Health Systems Preparedness Project

Terms of Reference

[MV-MOH-244457-CS-INDV]

A. Background

The Government of Maldives (GoM) has received financing from the International Development Association (IDA) and Asian Infrastructure Investment Bank (AIIB) under the Fast Track COVID-19 Facility (FTCF) towards the cost of the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (COVID-19 ERHSPP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Program Officer (Inclusivity Stakeholder Group) of COVID-19 Risk Communication for this project implemented by the Ministry of Health (MoH).

The objective of the COVID-19 ERHSPP is to respond to and mitigate the threat posed by COVID-19 and strengthen national systems for public health preparedness in Maldives. The objective will be achieved through the implementation of activities that support further prevention of COVID-19 transmission combined with activities that strengthen the health system's capacity for disease management. Both approaches are essential to the immediate response and will serve the dual purpose of simultaneously strengthening the health system beyond the current crisis for the medium term. The project has four components, summarized below:

1. **Component 1 – Emergency Response for COVID-19 Prevention:** procurement of essential protective equipment and other essential items to protect healthcare workers and patients; risk communication, community engagement and behavior change, including social distancing measures and associated mitigation strategies.
2. **Component 2 – Emergency Health System Capacity Strengthening for COVID-19 Case Management:** strengthening the centralized and decentralized health system capabilities for disease surveillance, case management and infection prevention and control (IPC).
3. **Component 3 – Implementation Management and Monitoring and Evaluation:** strengthening of public structures for the coordination and management of the project, including central and regional arrangements for coordination of activities, financial management, procurement and social and environmental management.
4. **Component 4 – Contingent Emergency Response Component:** a zero-dollar component to ensure additional flexibility in response to the current and any potential other emergency that might occur during the lifetime of this project.



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The MoH wishes to contract a Program Officer (Inclusivity Stakeholder Group) of COVID-19 Risk Communication who will lead the Risk Communication at Health Emergency Operation Center. The Program Officer is expected to report to the Project Director or any other person assigned by the Project Director

B. Objectives

The primary objective of the (Program Officer 1) - Inclusivity Stakeholder Group (ISG) is to focus and ensure that the messages developed for both risk communications and vaccine communications of COVID-19 and overall health promotion messages are inclusive, mainstreamed and accessible to these vulnerable groups including the migrant population.

C. Scope of Services

- Ensure that the messages developed are received by the different vulnerable groups including migrant workers. Liaise with MRC and other partners to increase inclusivity.
- Ensure that inclusive and accessible information is produced and disseminated.
- Work closely with NGOs working with vulnerable groups and establish a mechanism to disseminate information to ensure that it reaches everyone.
- Come up with new ways to enhance risk communications of COVID-19 and vaccine communications.
- Coordinate and communicate with the graphics designer, production teams and vendors to develop new materials based on needs identified.
- Aid in the preparation & during the HEOC press conference.
- Aid in arranging members from HEOC and technical persons for different TV & radio programs.
- Promote messaging on social media platforms.
- Aid in updating the media kit
- Other activities carried out within the Communications cluster and work assigned by Program Manager for Risk Communications.

D. Required Expertise and Qualifications

- **Bachelor's Degree in any of the following fields; Communications, Public Relations, Journalism, Media, Marketing, Public Health, Project Management with 3 years of work experience in any of the mentioned related fields.**
- **Priority to be given for applicants with prior experience in communications and in the health field.**
- Fluency in communication skills and able to prove excellent writing skills in English/Dhivehi will be an added advantage.
- Good leadership and management skills will be an added advantage



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- Good knowledge of computer skills (especially Microsoft office applications such as Excel, Access and PowerPoint) will be an added advantage
- Have excellent knowledge in developing activity proposals and budget estimates.
- Ability to delegate and monitor tasks effectively will be an added advantage,
- Ability to manage time effectively and adhere to tight deadlines will be an added advantage.
- High degree of flexibility, creativity and good inter-personnel skills will be an added advantage will be an added advantage.
- Ability to work for long and odd hours.

E. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in September.

F. Remuneration

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa 17,550.00 – 20,160.00