



## Terms of Reference

### Project Coordinator (National)

### Maldives: Public Financial Management Systems Strengthening Project

WB Ref: MV-M0FT-252005-CS-INDV

### Terms of Reference

#### A. Background

The Government of Maldives (GoM) has received credit from the International Development Association (IDA) towards the cost of the Maldives PFM Systems Strengthening Project (PSSP), and intends to apply part of the proceeds of this credit to payments under the contract for a **Project Coordinator (National)** for the Maldives PFM Systems Strengthening Project implemented by the Ministry of Finance (MoF).

The objective of the Project is to enhance budget credibility, transparency, financial reporting and controls of central government finances.

The Project includes provision of technical advisory services, goods, and training, to inter alia:

- Strengthen the legislative and institutional framework for PFM;
- Support the MoF to establish a sound medium-term macro fiscal framework;
- Strengthen capacity of MoF staff to manage debt;
- Strengthen the public accounting system; and
- Improve the controls of central government finances.

The MoF wishes to contract a **Project Coordinator (National)** who will assist the Project Director for the overall day to day management and coordination of the project. The Project Coordinator is expected to report to the Project Director. The Project Coordinator will be required to assist the Project Director and members of the technical committee to coordinate with the technical teams assigned to implement the subcomponents. The Project Coordinator will also closely liaise with the project task team from the World Bank. In the absence of a Project Director, the Project Coordinator shall lead the activities of the PSSP.

#### B. Objectives

- i. The Project Coordinator will assist Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the terms of reference.
- ii. The Project Coordinator will liaise with key personnel of MoF and other stakeholder to implement the project.
- iii. The Project Coordinator will assist the Project Director in ensuring that communications, coordination and reporting links with the related stakeholders are established and well conducted.



## C. Scope of Services

- i. Monitor compliance with the Project Operations Manual.
- ii. Coordinate with all relevant departments to obtain information required to prepare the project implementation plan.
- iii. Coordinate with the Procurement Specialist to prepare and update the procurement plan.
- iv. Assist the Project Director to prepare, update and coordinate implementation of the project communication strategy including facilitating trainings, and change-management activities.
- v. Ensure continuous compliance of the legal covenants in the financing agreement between IDA and GoM.
- vi. Assist the Project Director in the monitoring of project activities including liaising with all relevant departments within and outside the MoF, support contract management and in evaluating and reporting progress of PDO level and intermediary level indicators.
- vii. As part of contract management, assist the Project Director to continuously engage with beneficiaries to assess the quality of the deliverables and knowledge transfer/on the job training before approving payments and carrying out periodic user/beneficiary surveys.
- viii. Assist in the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement.
- ix. Assist the Project Director to ensure adequate annual budget allocations for project activities.
- x. Assist the Project Director to manage the secretariat of the PFM steering committee, convene and facilitate PFM steering committee meetings and circulate minutes of the meetings.
- xi. Assist the Project Director to submit monthly/quarterly updates/reports as required by the PFM Steering Committee, MoF and IDA.
- xii. Assist the Project Director to resolve project implementation issues escalated by any department responsible for implementing project activities or escalate those issues which are outside of his/her power to resolve.
- xiii. Assist the Project Director to continuously assess training needs of the PMU staff with an aim to building sustainable project management capacity in the country.
- xiv. Manage and conduct all arrangements for support missions conducted by IDA for the PSSP, which includes but is not limited to logistics, scheduling, information collection as requested by the mission members, etc.
- xv. Monitor and coordinate the work of the Financial Management Associate and Procurement Specialist on a daily basis.



#### **D. Required Expertise and Qualifications**

EITHER

- i. Minimum bachelor's degree in Finance, Project Management, Business Administration, or suitable equivalency.
- ii. Minimum 10 years' specific experience in public finance, project management, procurement or related field

OR

- i. Minimum master's degree in Finance, Project Management, Business Administration, or suitable equivalency.
- ii. Minimum 5 years' experience in public finance, project management, procurement or related field

#### Additional Advantages:

- Knowledge and understanding of reporting procedures and procurement procedures of donor funded projects and related procurement portals
- Familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009).
- Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
- Good written and oral Dhivehi and English communication skills.

#### **E. Duration of services**

The services are required for a period of 10 months, which includes an initial probationary period of 2 months. The successful candidate is expected to commence the services in September 2021.

The contract shall be extended depending upon performance, need and funding.