



## Terms of Reference

### Project Coordinator (Local)

## COVID-19 EMERGENCY INCOME SUPPORT PROJECT

### A. Background

The rapid spread and escalation of the COVID-19 pandemic have disrupted the local economy, livelihoods, and resulted in a deep impact of incomes of the formal and informal sector. As part of the economic relief response, the government of Maldives rolled out various support packages to retain employees and mitigate the income loss faced by workers in the market.

One of the key initiatives under this response was the **COVID-19 Emergency Income Support Program** implemented with assistance from the World Bank. This project will assist the GoM to respond to the COVID-19 crisis and build better social protection systems to improve responsiveness and resilience in the future. Under the first component of the project, (a) financing the *COVID-19 Support Allowance*, has been implemented by the MoED in partnership with NSPA. During the program, which was carried out in 2020, over 20,000 affected individuals has been supported through an allowance. Although it is a temporary program, the data collected on beneficiaries will provide a basis for further government support, activation and reinsertion activities over time, with the objective of ensuring both the immediate welfare of beneficiaries and the rapid recovery of the economy and employment. As part of the second component, (b) the World Bank is providing technical assistance (TA) to the government over a period of two years, to strengthen its social protection systems and programs with the objective of making the safety net more adaptive to future economic crises and disasters. This will include:

### B. Objectives

With improved economic sentiment within the economy and the extensive coverage of vaccine administration, the GoM aims to gear the project activities to incorporate essential upskilling, training and outreach programs, and to create a pathway for affected workforce to reintegrate back into the market. Under this aim, the Government of Maldives aims to undertake support services in the following areas:

- Training and upskilling support to affected workers. The training programs will aim to provide short-term upskilling opportunities for displaced workers and ensure these participants are given the ability to regain initial employment and at the same time, improve prospectus for better paying jobs. The project will support prospective beneficiaries through training programs from registered training providers and facilitate job search opportunities through the Job Center.
- Facilitate on-the job training facilities for trainees through apprenticeship programs in collaboration with state-enterprises and the private sector.
- A grant assistance program to self-employed workers. The grants are aimed to provide not solely as a finance relief, but as an injection and stimulus to their existing economic activities. This grant program will ensure that individuals whose livelihoods were disrupted by the COVID-19 crisis can integrate back into the economy as quickly as possible.



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The GoM aims to strengthen the existing Project PMU under the Ministry of Economic Development to effectively implement the existing project activities and the proposed additional activities. The project PMU is currently housed within the Ministry of Economic Development. The PMU currently consist of members from the MoED and line agencies and operate as a joint coordinated effort. The Project Management Unit (PMU) for the COVID-19 Support Allowance Project will consist teams for procurement, finance, social safeguards, media—led by the Project Director and Deputy Director.

The MoED wishes to contract a **Project Coordinator** who will assist the project team for the overall day to day coordination of the project activities. The Project Coordinator is expected to report to the Project Director and the Ministry of Economic Development.

### **C. Objectives of this Assignment**

The MoED wishes to contract a Project Coordinator who will assist the project team for the overall day to day management and coordination of the project.

1. The Project Coordinator is expected to report to the World Bank Project Director and the Ministry of Economic Development.
2. Manage the COVID-19 Income Support Project as per the objectives defined and agreed by the World Bank and the Government of Maldives, whereby establishing the mechanism to improve efficiency and transparency in the delivery of income support, enabling the institution to obtain the required information accurately on time and to make selection objectively and verifiably; and make payments efficiently and transparently.

### **D. Scope of Services**

The Project Coordinator is responsible for coordinating the project activities during project cycle from preparation and implementation to completion, reporting and winding up. The Project Coordinator carry out inter alia, several tasks, including but not limited to the following;

1. Coordinate and lead project activities relating to skill development, apprenticeship and support to the self-employed workers.
2. Prepare Project Implementation Plan including the identification of project activity targets.
3. Undertake and supervise implementation of the project components on a regular basis especially:
  - a. Monitor the progress of activities undertaken by agencies, employers and training providers during the project implementation process and assist the efficient implementation of the project
  - b. Monitor with project staff about the progress of the project
4. Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
5. Coordinate and manage communication activities between various agencies involved in the project, including training providers and trainees.
6. Implement the project to achieve the agreed development objective, and in conformity with the grant financing agreement
7. Effectively organise and coordinate and monitor the implementation of project activities, including



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- impact monitoring and development of appropriate indicators
8. Identify problems as they arise during implementation and take timely remedial action
  9. Disseminate project reports and respond to queries from concerned stakeholders
  10. Participate in review/evaluation of project reports and documents and participate in funding agency review missions and review carried out by implementing agencies
  11. Ensure information/reports such as work plan, project review reports, project progress reports and other documentation requested by implementing agency or funding agency for review and presentation are provided in a timely manner
  12. Ensure that the works are carried out according to the Action Plan
  13. Other project related duties as agreed from time to time with the Ministry of Economic Development and the World Bank

### **E. Reporting Obligations**

The Project Coordinator shall carry out the reporting obligations as follows:

- The Project Coordinator shall report to the Project Director and the Ministry of Economic Development on the status of the assignments on a regular basis.

### **F. Required Expertise and Qualifications**

The Consultant should have:

- Degree in Finance, Economics, Project Management or equivalent.
- Minimum 3 years' experience in coordinating project activities
- Possess analytical, administrative, and computer skills in spreadsheets and any other application.
- Proven experience and technical ability to coordinate projects
- Effective interpersonal, management and negotiation skills proven through successful
- Interaction with stakeholders, including senior government officials, regional/local authorities,
- Demonstrated ability in team management and collaboration
- Fluency in English
- Computer literacy

### **G. Contract Duration**

This is a 1-year contract, **ending in December 2022**. 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.

### **H. Remuneration**

The Project Coordinator will be paid a lump sum amount of MVR 20,160 per month.