



Terms of Reference

Project Officer (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 of the Program

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.



Ministry of Economic Development

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.

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract a **Project Officer**.

C. Objectives of this Assignment

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

1. The Project Officer 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

1. Assist the Project Coordinator and other members of the PMU in day-to-day management and oversight of project activities
2. Ensure all project documentation regarding the project activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
3. Carry out administrative duties such as filing, typing, copying, binding, scanning etc
4. Prepare progress reports and other project management reports
5. Provide receptionist services including answering calls and inquiries
6. Assist project staff in arranging trips and other programmes and events
7. Assist Project Coordinator and other members of the PMU in carrying out their duties and support project team in all issues related to project administration
8. Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes etc
9. Carry out other tasks and responsibilities of similar nature to those listed above as determined from time to time by the implementing agencies and Project Coordinator



Ministry of Economic Development

E. Reporting Obligations

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

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

F. Required Expertise and Qualifications

The Consultant should have:

- Bachelor's Degree in Business or Administration or any programme in a relevant field with at least 3 years of relevant work experience
- Sufficiently experienced to manage projects, prepare essential management reports
- Possess analytical, administrative, and computer skills in spreadsheets and any other application.
- Experience and technical experience in previous projects will be an added advantage
- 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 17,550 per month.