



Ministry of Economic Development

Terms of Reference for Project Officer (Local)

Maldives: Enhancing Employability and Resilience of Youth Project (MEERY; P163818)

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 world bank (WB) is providing technical assistance (TA) and funding to the government under the project, to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment. This will include:

- 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.

The Government of Maldives (GoM) is implementing the “Maldives: Enhancing Employability and Resilience of Youth” (MEERY) Project 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 GoM aims to strengthen the project implementation, with a new PMU



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housed within the Ministry of Economic Development (MED) for effectively implementing existing project activities and the proposed additional activities related to the Ministry of Economic Development (MED). The PMU will consist of members from the MED and line agencies and operate as a joint coordinated effort. The Project Management Unit (PMU) for Maldives: Enhancing Employability and Resilience of Youth Project will consist of teams for procurement, finance, social safeguards, media – led by the Project Director and assisted by Project Manager.

As part of the implementing the new PMU for MEERY under MED, the Ministry of Economic Development wishes to contract a **Project Officer**.

2. Objectives

1. The MED wishes to select a Project Officer who will assist the project team for the overall day to day management and coordination of the project.
2. Manage MEERY 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 project implementation, enabling and facilitating institutions to obtain the required information accurately on time and to make selections objectively and verifiably; and make payments efficiently and transparently.

3. Scope of Services

The Project Officer is responsible for assisting in the coordination of project activities during project cycle from preparation and implementation to completion, reporting and winding up. The Project Officer will carry out inter alia, several tasks, including but not limited to the following:

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



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4. Specialist's Reporting Obligations

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

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

5. Required Expertise and Qualifications

The Project Officer should have:

- Bachelor's Degree in Business or Administration or suitable equivalency with minimum of 3 years of relevant work experience.
- Sufficiently experienced to manage projects, prepare essential management reports.
- Experience and technical experience in previous projects will be an added advantage.
- Must have knowledge and understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank
- 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 can work efficiently and effectively with a multi-disciplinary team.
- Good written and oral Dhivehi and English communication skills.

6. 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 **February 2022**.

7. Remuneration

The Project Officer will be paid a lump sum of MVR 17,550 – MVR 20,160 per month.