



Ministry of Finance and Treasury
Republic of Maldives

Project Director (Local)

Maldives: Public Financial Management Systems Strengthening Project

Terms of Reference

[Consultancy No: PSSP/3/C/05]

I. BACKGROUND

1. 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 grant towards payments under the contract for a Project Director for the PSSP implemented by the Ministry of Finance and Treasury (MoFT).
2. The objective of the PSSP is to enhance budget credibility, transparency, and financial reporting of central government finances.
3. The PSSP includes provision of technical advisory services, goods, and training, to inter alia:
 - a. Strengthen the legislative and institutional framework for PFM;
 - b. Support the MoFT to establish a sound medium-term macro fiscal framework;
 - c. Strengthen capacity of MoFT staff to manage debt;
 - d. Strengthen the Public Accounting System; and
 - e. Improve the controls of central government finances.
4. The MoFT wishes to contract a Project Director who will be responsible for the: (1) overall management and coordination of the project; (2) consolidate the technical inputs of the project into a coherent framework and provide overall policy direction and guidance to the high level management and policy makers of the MoFT.
5. The project is mapped to the office of the MoFT's Permanent Secretary and implemented by the relevant divisions of MoFT. The heads of each relevant division have been identified as focal persons responsible for the implementation of subcomponents and together form the project's PFM Working Committee. The PFM Working Committee is headed by the Project Director. In addition, a high-level PFM Project Steering Committee, chaired by the Minister of Finance and Treasury has been constituted to provide strategic direction and monitor progress.
6. In addition the Public Finance and Modernization Section (PFMS) at MoFT will act as a coordinating unit and as a central point of contact for coordinating and monitoring project activities. The PFMS consists of the Project Management Unit (PMU) and a team of technical staff. Project coordination will be supported by a project team at the PMU consisting of (a) a part time Project Head who is the Permanent Secretary of the MoFT; (b) a full time Project Director; (c) a full time Project Coordinator; (d) a full time Financial Management Associate; and (e) a procurement officer assigned from the Public Procurement Division on a part time basis. The Project Director is expected to report to



the Minister of Finance and Treasury and Permanent Secretary. The Project Director will be required to lead and guide the technical teams assigned to implement the subcomponents.

II. OBJECTIVES

1. The Project Director will provide technical information, guidance and advice on the overall policy direction to the senior management and policy makers of the MoFT.
2. The Project Director will ensure the fulfilment by the government of its obligations under the legal agreement signed with IDA.
3. The Project Director will 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.
4. The Project Director will also ensure that communications, coordination and reporting links with the related stakeholders are established and well conducted.

III. SCOPE OF SERVICES

1. Prepare policy papers to the senior management and policy makers of the MoFT on the deliverables of the project, as required or when requested by senior management.
2. Prepare and update the detailed Project Implementation Plan on a bi-weekly basis.
3. Update and implement the project communication strategy including facilitating trainings, and change-management activities for staff and other key stakeholders.
4. Ensure continuous compliance of the legal covenants in the financing agreement between IDA and GoM.
5. Assist the Permanent Secretary to lead the implementation of project activities including liaising with all relevant divisions within the MoFT, external stakeholders, and project specific contract management.
6. As part of contract management, continuously engage with beneficiaries to assess the quality of the deliverables and knowledge transfer/on the job training and carrying out periodic user/beneficiary surveys.
7. Assist in the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement.
8. Ensure adequate annual budget allocations for project activities.
9. Manage the secretariat of the PFM Steering Committee, convene and facilitate PFM Steering Committee meetings and prepare and circulate minutes of the meetings.
10. Submit monthly/quarterly updates/reports as required by the PFM Steering Committee, MoFT and IDA.
11. Convene and facilitate Working Committee meetings and technical meetings within MOFT and external stakeholders and prepare and circulate minutes of the meetings
12. Highlight and manage project dependencies



13. Resolve project implementation issues escalated by any division responsible for implementing project activities or escalate those issues which are outside of his//her power to resolve.
14. Continuously assess training needs of the PMU staff and needs of the all the implementing institutions and the Ministry of Finance and Treasury and related stakeholders with an aim to building sustainable project management and public financial management capacity in the country.
15. Prepare a paper on the ongoing project components, and upcoming new initiatives and circulate to the relevant divisions of MoFT on a monthly basis
16. Any other project and policy related activity assigned by the Minister of Finance and Treasury or Permanent Secretary.



IV. DELIVERABLES TIMELINE

#	Details	Frequency	Schedule
1	A log of routine project activities performed including documents reviewed, meetings organized, meeting material prepared, meetings attended etc.	Monthly	Due 5 days after the end of each month
2	Project Implementation Plan		
3	Satisfactory preparation, update and implementation of the Communication Strategy		
4	Progress report that includes: <ul style="list-style-type: none"> - Implementation status of Project Activities - Achievement of Results - Procurement update - Expenditure vs Budget Status - Progress on Agreed Actions with the World Bank - Compliance with the Project Financing Agreement 		
5	Monthly Working Committee meeting minutes		
6	4 Policy Papers	Quarterly	Due 15 days after the end of each quarter
7	Beneficiary Surveys Report on Deliverable Quality and Knowledge Transfer		
8	PFM & MOFT Training Plan preparation and periodic updates		
9	Trainings to staff and stakeholders on change management		Quarterly 1 training session for staff and stakeholders
10	PFM Steering Committee minutes		



V. CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall carry out the reporting obligations as follows:

- i. The Consultant shall report to the Minister of Finance and Treasury and Permanent Secretary on the status of the assignment on a regular basis.
- ii. The consultant is expected to report for work to Ministry of Finance and Treasury not later than 0800 hours on week days other than public holidays and provide services to the client during GoM working hours. Consultant may have to work extra hours in order to complete the tasks assigned as and when required without additional payment.

VI. REQUIRED EXPERTISE AND QUALIFICATIONS

The candidate should have:

- Minimum qualification of Bachelor's degree or professional qualification in Accounting/Finance, Public Administration, Economics, or in a related field.
- Minimum 5 years of experience in PFM including familiarity of public sector treasury, debt management, accounting and budgeting systems

During selection of the candidate, the following aspects will be considered as an additional advantage:

- Proven experience in a policy advisory role to the Ministry of Finance.
- Proven experience in working with an ERP system or equivalent.
- Proven experience in project management is highly preferred.
- Proven experience working with Government, civil society, international organizations and donors

VII. REQUIRED SKILLS

- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues
- Ability to work efficiently and effectively with a multi-disciplinary team.
- Ability to draft, edit and produce written proposals and results-focused reports
- Excellent time management skills and organizational skills with appropriate sense of urgency and a proactive approach

VIII. CONTRACT DURATION

This is a 2 year contract. Upon signing of the contract, 4 months shall be counted as the probationary period.