



Ministry of Finance and Treasury
Republic of Maldives

Terms of Reference for HUMAN RESOURCE CONSULTANT

1. Background

Ministry of Finance (MoF) is seeking to hire a Consultant to review, harmonize and align the Human Resource (HR) policies of State-Owned Enterprises (SOE's) in accordance with the Employment Act of Maldives (2/2008) within the guidelines of Privatization and Corporatization Act (3/2013), International Conventions rectified by the government of Maldives and other international benchmarks in relation to employment. MoF found that there has been a discrepancy among the SOE's in the establishment of their HR policies and procedure.

2. Objectives

The objective of the consultant is to review and develop HR policies and procedure of SOEs which is with the parameters set in the Job Classification Framework for State Owned Enterprises, Employment Act and other international practices that will help the government of Maldives is to ensure consistency in action and to establish a fair, transparent, and harmonized HR function within the SOE and between the SOE's. Also, to assist in the strategic directions and path that PCB will follow to implement its mission and mandate and achieve its vision.

3. Scope of the Work

The consultant will be required to develop guideline for the SOE's in establishing their HR policies and procedures taking into account the following;

- Review the exercise conducted by PCB on “Job Classification Framework for State Owned Enterprises”
- Research on current HR policies, practices and performance of State Owned Enterprises with particular focus on the relevancy to the employment act of the Maldives and other international best practices.
- Identify common policies that all SOE's need to adhere irrespective of the nature of the business and the size of the company and any specific policy required for individual SOE depending on the nature of the business and the scale of operation
- Develop and prepare draft HR policy for SOEs including a clear, effective and transparent process to apply this policy across SOEs following the “comply or explain” principle.
- Conduct Familiarization workshop(s) on implementing HR policy and procedures
- To prepare and update the MoF's Strategic Plan and Learning and Development Plan of Privatization and Corporatization Board,, for the period 2022-2026, incorporating current and future priorities and responsibilities

Note: SOE's HR policy and procedure shall include detailed policy guideline for SOE's



4. Qualification & Experience Requirements

The Consultant should possess the following qualifications and experience:

- a. A minimum of Master's Degree in Human Resource Management, with 5 years of experience in a related sector or Bachelor's Degree in any other field specialized in Human Resource Management/Financial management, with 5 years of experience in a related sector.
- b. Demonstrate ability to conduct research and analyses independently.
- c. Excellent written and oral communication skills in English and Dhivehi.
- d. Able to operate effectively in a team, contributing positively to team operations and working relationships.

5. Duration and Commencement of Contract

Duration: 1 year, on a renewable basis based on performance and need.

6. Reporting Requirements

The consultant will work in coordination with Ministry of Finance and Privatization and Corporatization Board (PCB)

The Consultant will be based at MOF and shall work very closely with counterpart staff and other stakeholders and will report to the Secretary General of PCB.

7. Remuneration

Negotiable