



## **Terms of Reference and Scope of Services**

### **Republic of Maldives**

#### **Enhancing Education Development Project (EEDP)**

#### **Ministry of Education (WB Grant # H841-MV)**

#### **TOR for Senior Project Officer: Hathaa Hub**

#### **Background:**

In recent years, Maldives has made substantial progress in the Millennium Development Goals, including that of having achieved the goal of universal primary education<sup>1</sup>. Access to secondary education has also increased, with 194 schools currently providing secondary education throughout the country. With universal access to education achieved and gender parity in education established, new education policies are looking at improving the quality of education services. As such, the Ministry of Education has introduced new policies, including the ‘No Child Left Behind’ and ‘Every Youth is Skilled’ policy in 2014, in order to ensure that every student leaves the formal schooling system with academic and/or vocational skills. Accordingly, pilot projects such as the *Dhasvaaru* Project (School Internship Project) and School Polytechnic Project were introduced in 2014, and efforts were made to expand life skills education and vocational education in the country, with initiatives such as the introduction of the BTEC stream for students in secondary education.

These education initiatives have been received favorably; *Dhasvaaru* project which was piloted in 2014 for 181 students from 11 schools in the capital city of Male’ has now expanded to all of the atolls, with 1248 students from 157 schools currently being trained under *Dhasvaaru* nationwide. BTEC stream, which was also introduced in the Maldives in 2014, has had immense success with 79% of the first batch of BTEC students in the country having graduated at the end of 2016. Currently there are 179 schools nationwide offering BTEC stream with 3076 students enrolled in O’ Levels, and 342 students studying BTEC A’ Levels in 25 schools. The successes of both of these programs are not only seen in the enrollment and graduation numbers, but by seeing where graduates of these programs are now; 74% of *Dhasvaaru* graduates (2014-2016

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<sup>1</sup> Department of National Planning (2010)

batch) are engaged in either employment or higher studies and similarly, 71% of BTEC graduates (2016 batch) are engaged productively in society.

During our work with students in the past four years, it has been noted that young people find it difficult to seek available jobs and communicate effectively with potential employers. Young people seem to find it daunting to search through job advertisements, create resumes and prepare for job interviews. Although having acquired the necessary knowledge and/or skills to perform the job, it has been noted that the majority of young people and students whom we come in contact with do not have sufficient skills (i.e., career preparedness/job skills) to gain employment. Similar findings have been shared by private sector companies and stakeholders during meetings; youth in the Maldives are not well prepared when it comes to making resumes and presenting themselves and communicating effectively during interviews. Unemployment is a key issue faced by young people in the Maldives; however, it is not that Maldivian youth are disengaged and not actively pursuing employment. What we have noticed during our work with Dhasvaaru and BTEC students is that young people want to be gainfully employed and pursue their passion- they just need support and the appropriate push in the right direction.

The Ministry of Education (MoE) will be addressing this by implementing a new project, with the overall objective of increasing the capacity of young people to pursue employment and creating linkages between potential employers and young people and MoE. There are two components to this project: (1) Development of a career platform which links job seekers with potential employers and (2) Creation of a youth hub- a youth friendly space where students and young people can access resources and information on job opportunities and vocational trainings. In the hub, young people would be able to seek the help of trained staff who can guide them on creating resumes, searching for jobs/trainings, enhance job interview skills and register online on the website created to link up job seekers with employers. Identifying the skills gap in young people and guiding them to the necessary training pathways which will help them increase their skillsets and thus, enhance their employability would be an integral component of this hub. The youth hub can also be used as a space by both youth and stakeholders to hold events that will effectively engage youth.

## **Duties and Responsibilities**

Under the guidance of Technical Vocational Education & Training Authority (TVETA) and Ufaa Program Office of the Ministry of Education, the Senior Project Officer is responsible for managing the implementation of the entire project and will be responsible for day to day management of the project, including coordinating all components to ensure efficient and timely delivery of results within the agreed upon timeframe and working with relevant stakeholders. The Senior Project Officer will be based at MoE and will perform the following functions:

### ***Program Management- Financial, Administrative and Human Resources:***

- Day to day management of all components of the program
- Lead any staff/volunteers/consultants assigned to the project, ensuring optimal utilization of human and financial resources
- Prepare work plans and produce timely reports as required by MoE
- Ensure that government rules and regulations are adhered to concerning finance, procurement and human resources
- Manage the project budget and ensure appropriate recording and reporting of funds as required by MoE

### ***Program Planning, Implementation, Monitoring & Evaluation***

- Develop the necessary documents concerning project planning and implementation, including policy papers, SOPs, etc
- Provide substantive guidance on all project activities and manage all activities throughout by coordinating and supervising all activities
- Ensure delivery of resources and results according to the planned targets
- Ensure program assessments are undertaken and that baseline data is collected so that monitoring and evaluation can take place
- Ensure that reports with statistics are made from data collected from the career platform/website made
- Ensure the development of linkages with companies in private and public sector
- Ensure the participation and involvement of relevant stakeholders in program implementation
- Ensure proper coordination of program implementation by liaising with relevant sections of MoE
- Ensure compliance with any donors' agreements

## **Required Qualifications and Experience**

- MNQF level 7 certificate in education/program management/social work/psychology/other related field of social sciences or
- MNQF level 6 certificate in education/program management/social work/psychology/other related field of social sciences with 2 years of work experience or
- MNQF level 5 certificate in education/program management/social work/psychology/other related field of social sciences with 4 years of work experience or
- MNQF level 4 certificate in education/program management/social work/psychology/other related field of social sciences with 6 years of work experience or
- MNQF level 4 certificate in education/program management/social work/psychology with MNQF level 6 certificate in other related field of social sciences

## **Other Competencies**

In addition to the required qualifications and experience, the Senior Project Officer should have the following competencies:

- Excellent communication and interpersonal skills, both in written and in oral form
- Leadership and management skills; lead team effectively and shows strong conflict resolution skills and mentoring
- Prior experience working with young people would be an advantage
- Experience in project management would be an advantage
- Familiarity with Government of Maldives and World Bank rules and procedures would be an advantage

## **Duration of services and terms of payment**

The service is for a period of **6 months**. The Senior Project Officer will be based in Ufaa Program Office of MoE, and will work on a full-time basis for the contracted period of service. Payment would be made on a monthly salary basis of MVR 9035/- per month.