



**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH
PROJECT (MEERY: P163818)**

Ministry of Higher Education
Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

for

Implementation Coordinator for the Maldives National Skills Development Authority

(Procurement Ref: MV-MOHE-199141-CS-INDV)

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 Government of Maldives (GoM) is implementing the "Maldives: Enhancing Employability and Resilience of Youth (MEERY)" Project. The project is 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 project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that is co-chaired by the MoHE and the Ministry of Economic Development.

The project comprises three components and a Contingent Emergency Component. The three primary components are;

Component 1: Fostering skills development and entrepreneurship in priority sectors (Tourism & Construction and ICT related Services Sectors through four sub-components:

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: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

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.*

Component 3: Project Coordination, Monitoring and Evaluation

The Project Management Unit (PMU) of the MoHE, who will be in charge of implementing the project is looking for a qualified Individual Coordinator (hereinafter ‘Coordinator’) to carry out this assignment for the Maldives National Skills Development Authority (MNSDA).

2. Objectives of the Assignment

The Coordinator’s responsibilities are based on the following objectives:

- 2.1 Improve current TVET system with international benchmarks and expertise.
- 2.2 To develop administrative tools for efficient TVET services.
- 2.3 Increase awareness and promote the TVET system and MNSDA.

3. Scope of Services

The Coordinator will carry out, *inter alia*, several tasks, including but not limited to the following;

- 3.1 Develop Standard Operating Procedures for MNSDA activities.
- 3.2 Develop various forms (online and offline) or application tools for TVET services.
- 3.3 To coordinate and conduct workshops.
- 3.4 Conduct relevant activities to increase awareness and promote the TVET system and MNSDA.
- 3.5 Prepare Terms of References and technical details for activities proposed by MNSDA to the MEERY project.
- 3.6 Any other tasks assigned by the MNSDA

4. Required Qualification and Experience

- Minimum Master’s Degree in Business Administration, Business Management or a related field.
- Must be a Maldivian citizen.
- Minimum five years’ experience working in Business Administration, Business Management, Project Management, or a related field.
- Experience in Project Coordination, Corporate Development and Events Organization is an added advantage but not compulsory.

5. Other Competencies

- Have an understanding of Maldives governmental and non-governmental organizations and private sector.
- Demonstrate good research and written communication skills, and the ability to prepare high quality reports in English and Dhivehi.
- Willing to learn and grow, and is motivated to take on additional tasks.
- Self-directed and able to work with limited supervision.
- Ability to multi-task in a fast-paced environment.
- Proficient in computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Ability to analyze and evaluate developments in the TVET ecosystem.
- Ability to identify new marketing opportunities for MNSDA.
- Ability to communicate effectively (in both oral and written contexts)
- Good presentation skills.
- Seamless ability to work in a team, and to lead a team.
- Excellent time-management and organizational skills.
- General political, intercultural and commercial awareness.

6. Institutional Arrangements and Reporting

- The Coordinator will be based at MNSDA and should report directly to the Chief Executive Officer (CEO).
- The Coordinator is required to submit a monthly Progress Report with details of activities carried out.

7. Duration of Services

- The service is for a period of minimum 12 months.
- A performance review will be conducted after 10 months of service and based on the outcome and the need, the agreement could be extended.

8. Compensation

- MVR25,000/- (Maldivian Rufiyaa Twenty-Five Thousand only) maximum based on attendance.
- Attendance time sheets and invoice for the input provided during the month is required.
- Payment will be made on a monthly basis as outlined in the contract and upon receipt of monthly reports approved by the CEO of MNSDA.

9. Confidentiality, Ethics and Conflict of Interest

The selected Coordinator undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Coordinator shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.