

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**National Social Protection Agency**  
Male', Maldives

### **Terms of Reference**

**Consultant** – Strengthening Monitoring Framework, Monitoring Toolkits and Training on Monitoring

#### **A. Background**

The National Social Protection Agency (NSPA) is by an executive order mandated under the National Social Health Insurance Act (15/2011) to administer and implement social protection programs. NSPA is also the responsible agency to administer the national social health insurance act (15/2011), social protection allowances under the Social Protection Act (2/2014) and the disability allowance under the disability act (8/2010).

#### **B. Objective**

The objective of the proposed activity is to monitor and evaluate the status of the current beneficiaries enrolled in different programs of NSPA and to provide a platform for island councils and health facilities to identify and update the data of the current beneficiaries in the islands.

#### **C. Scope of Services**

The consultant will identify, develop and strengthen the monitoring toolkits required for every program provided by NSPA

#### **D. Schedule of Completion of Tasks**

To carry out these tasks, a consultant is required for the time period of 1 month

#### **E. Services and facilities to be provided by the client**

The Agency ensures that office space, office facilities, local calls, internet connection, general stationary, and all other relevant information for the completion of the task is made available to the selected consultant in a timely manner

#### **F. Timetable and Deliverables**

The consultant needs to ensure that the following are completed within this assignment and not limited to the following.

- A. Conduct an internal workshop with UNICEF and NSPA to evaluate the current monitoring system
- B. Formulate plans to strengthen the current monitoring system by developing and improving monitoring toolkits required for all programs provided by NSPA
- C. Create and improve monitoring forms and guidelines for all programs
- D. Producing training materials and conducting training for NSPA staff on utilizing the monitoring toolkits
- E. Monitoring the development of the monitoring portal
- F. Coordinating the rollout of the monitoring portal to all islands with beneficiaries



### **G. Composition of the Review Committee to Monitor consultants Work**

During the course of the assignment the consultant shall report to the Director of Planning and Monitoring at NSPA, and will work closely with the technical team of the section.

### **H. Procedure for Review of Outputs**

The review processes consist of outputs by the Senior Management of NSPA which grades each point of the outcome accordingly. After driving at a conclusion by the management, each output, based on the necessity, would be communicated to all the parties involved.

### **I. Minimum Qualifications**

- Bachelor's Degree in Management/Administration/Public Policy or a related field
- Minimum 2 years' experience working with government agencies or NGOs
- Appropriate knowledge and understanding of Social Protection programs
- Good communication skills in both Dhivehi and English
- Time and task management skills
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### **J. Remuneration**

The total Remuneration package will be MVR 17,500.00 per month (For 3 months).

