

Terms of Reference
Support Staff (Local, MS1 Rank)
World Bank Project Management Unit
COVID-19 EMERGENCY INCOME SUPPORT PROJECT

A. Background

The World Bank Group's Country Partnership Framework endorsed by the Maldives and the World Bank board in May 2016, aims to support Maldives to achieve more inclusive and sustainable growth, making better use of the country's assets - human capital, natural assets, and financial resources.

The current World Bank engagement is focused on projects in fisheries, solid waste management, public financial management, improving employment with a special focus on tourism and IT sectors, renewable energy, urban development, COVID-19 response, and improving the country's health and social security systems.

One of the key initiatives under this response was the **COVID-19 Emergency Income Support Project** implemented with assistance from the World Bank. This project will assist the GoM to respond to the COVID-19 crisis and build better social protection systems to improve responsiveness and resilience in the future. Under the first component of the project, (a) financing the *COVID-19 Income Support Allowance (ISA) program*, has been implemented by the MoED in partnership with NSPA. During the program, which was carried out in 2020, over 20,000 affected individuals were supported through an allowance. Although it is a temporary program, the data collected on beneficiaries will provide a basis for further government support, activation, and reinsertion activities over time, with the objective of ensuring both the immediate welfare of beneficiaries and the rapid recovery of the economy and employment.

The ISA program was concluded in December 2020 and the project was restructured to use remaining funds to provide targeted support to the long-term unemployed, aimed at reskilling and re-employment, as well as support for self-employed workers.

In this regard the World Bank is aiding the government of Maldives for upskilling of jobseekers in priority trades, conducting apprenticeship programs for the unemployed and entrepreneurship programs for self-employed workers. The details of the programs are as follows:

- (a) In the Upskilling of jobseekers in priority trades. Certificate-level training courses for unemployed Maldivians will be provided through accredited Maldivian training institutes.
- (b) Apprenticeship program. The Project will finance apprenticeships unemployed Maldivians in Maldivian firms and SOEs in priority sectors. The apprentices will be selected competitively from the ISA beneficiaries expressing interest in the program

and employed in the firm for a period of 6 months. During this time, they will benefit from on-the-job training at the firm and will be provided a stipend as support.

- (c) Entrepreneurship program. This subcomponent will finance business skills training and capital improvement grants to self-employed workers impacted by the COVID-19 pandemic. Upon successful completion of the clinic and presentation of a business plan, beneficiaries will receive a business development grant. The subcomponent will finance ongoing mentoring to the beneficiaries for the duration of the Project.

National Social Protection Agency (NSPA) will be disbursing the payments for the beneficiaries under these programs. In this regard, to strengthen the disbursement process, Ministry of Economic Development wishes to contract the services of a support staff that will be based in NSPA.

B. Objectives

1. The Ministry of Economic Development (MoED) is seeking to contract a support staff to undertake administrative support for the disbursement of funds under the project.

C. Scope of Services

- Assist in the day-to-day management and coordination of payment disbursements under the Income Support Project
- Preparation of payment lists received to NSPA for payments and ensure disbursements of payment to beneficiaries and timely delivery
- Undertake reviewing and verification of payment related information in lists to ensure accurate and timely disbursements to beneficiaries
- Maintain logs of issues encountered and coordinate with Supervisor to resolve issues and ensure smooth disbursements of payments.
- Preparation of timely statistics, documents, and reports
- Ensure all documentation regarding the project activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Provide support for Program Implementation Section in their tasks to ensure all payments of programs are processed on time and harmonized as per guidance from Supervisor

D. Reporting Obligations

The support staff shall carry out the reporting obligations as follows:

- The support staff shall report to the appointed focal point of the Policy Section of National Social Protection Agency on the status of the assignment on a regular basis.

E. Required Expertise and Qualifications

The support staff should have:

- At least Level 5 or 6 Certification under Maldives National Qualification Framework in business Administration, Business Management, Financial Management, Accounting or Public Administration
- Other skills should be specified here, e.g. interpersonal skills, IT skills, experience with office work of the type, report writing and document management, experience with payment systems, and proficiency in customer service

F. Contract Duration

This is a 6-month contract ending 31 **December 2022**

Upon signing of the contract, 3 months shall be counted as the probationary period. This contract is expected to commence on **1 July 2022**.

G. Remuneration

The Support Staff will be paid a lump sum amount MVR 10,673.50 per month.