



Ministry of Economic Development

Terms of Reference

Research Analyst - Trade, Investment & Employment

A. Background

The Ministry is seeking the services of a Research Analyst to provide necessary technical and operation assistance required for the policy matters related to trade, investment, and employment.

B. Scope of Services

1. Provide necessary support in data collection and research for policy-making in the areas of trade, investment and the labor market.
2. Contribute towards the publication of a monthly or quarterly publications with relevant economic and trade sector information for the public.
3. Provide professional advice towards the enhancement of the online Job Center and support the implementation of these enhancements on an ongoing basis.
4. Assist in the Ministry's role in leading the governments' efforts to enhance government services and facilitate trade. This would include amongst other things:
 - a. Regularly engaging with the relevant stakeholder and the private sector, seek their views on improving the business and regulatory environment and utilize their inputs in reforming and reducing red-tape in the regulatory regime in the Ministry and across relevant government agencies.
 - b. Regularly engage in dissemination of information about Ministry's services to the public through various communication and social media channels.
 - c. Ensure that the contents in the Ministry's website and service portals are up to date and user-friendly.
 - d. Engage in information dissemination and expand public outreach on matters related to the Ministry.
5. Provide necessary technical support in Ministry's economic policy-making process.



Ministry of Economic Development

C. Required Expertise and Qualifications

The Consultant should have:

- Degree in Economics, Public Policy, Project Management, or a relevant field
- Sufficiently experienced to manage projects, and prepare essential management reports
- Possess analytical, administrative, and computer skills in spreadsheets and any other application.
- Proven experience and technical ability to manage projects
- Effective interpersonal, management, and negotiation skills are proven through successful
- Interaction with stakeholders, including senior government officials, regional/local authorities
- Demonstrated ability in team management and collaboration
- Oral and written fluency in English and Dhivehi language
- Computer literacy

D. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in **October 2022**.

E. Remuneration

Research Analyst will be paid a gross sum of MVR 30,000