

**Strengthening the Livelihoods of Home-based Workers in the SAARC Region –  
Project SABAH  
Terms of Reference**

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**Background**

SABAH Project is a regional initiative of the SAARC aimed at strengthening the livelihoods of home based workers in the member countries. The project is implemented in all SAARC member countries except India. The project is leveraging over 40 years of successful women empowerment work carried out by Self Employed Women’s Association (SEWA) of India – a leading trade union registered in India working for economic and social empowerment of self-employed women. As expert institutions both SEWA and Home Net South Asia (a network organization of women home-based workers) support implementation of the project in beneficiary countries. The project was initiated in 2008. In the Maldives, the project implementation started in May 2012.

The project envisages the setting up of a Trade Facilitation Centre (TFC) for equipping the home based workers with modern technical facilities, design inputs, skill up gradation, production techniques and forward market linkages. It will be modeled on the Trade Facilitation Centre set up by SEWA, in Gujarat, where the home based workers form the core of the supply chain, perform value addition and promote and sell their products through retails outlets and other formats. Thus, these artisans are empowering themselves by understanding the ‘value’ of their inherited skills and training, getting aware of the market and what sells, and most importantly, empowering themselves through economic self-dependence and ownership of their assets.

Phase I of the SABAH Project was implemented from 2012-2014. Under Phase I the project supported creation of a Co-operative Society under the name of SABAH Maldives to promote and support the livelihood needs of HBWs, conducted capacity building programs to strengthen trade skills and business acumen of HBWs and established a Trade Facilitation Center to ensure continuous support to HBWs in the area of product development, design, marketing and related training. During Phase 1 of SABAH project, the project enlisted 914 HBWs as SABAH Maldives members, provided trainings to 624 HBWs in various fields and facilitated sale of HBWs products under SABAH brand in two outlets in Maldives.

SABAH Maldives graduated to Phase II, starting from 2015. The Phase II of SABAH project will seek to build on from the success of Phase I, capitalize on past capacity building and marketing activities and establishment of Community Facilitation Centers (CFCs) in 5 location, TFC operations to establish a sustainable supply chain that will enable continuity of SABAH Maldives operations beyond Phase II.

To fully spearhead the implementation in each country, a Project Manager is appointed along with a supporting team experienced in key specializations that are relevant to project implementation. The project team will consist of a Project Manager and Marketing and Business development coordinator, Capacity building and membership development coordinator, Finance Officer, Administration officer and Production Associate.

Towards implementation of phase II of project, MED is seeking qualified personal to undertake the responsibilities and duties of a Project Manager of SABAH Project

## **POSITION 1**

**Position Title**                      **Project Manager**

**Supervisor**

**Contract Duration:**              **12 months**

### **Scope of Work**

All day-to day project activities will be managed by the SABAH Project team (Country Project Management Unit (CPMU)) under the guidance of the Project Manager. The Project Manager will be responsible to report to SDF and Ministry of Economic Development and will take overall responsibility of ensuring that project deliverables are implemented in a timely manner. The Project Manager of SABAH Maldives Country Project Management Unit (CPMU) reports to the SDF and is responsible for their country's implementation. The CPMU works in close coordination with the implementing agency, Ministry of Economic Development.

### **Responsibilities and Duties:**

Under the guidance of SABAH Maldives Chairperson, Ministry of Economic Development, SABAH Board, the successful candidate will be responsible for the following duties and responsibilities.

- To lead and drive the activities required to establish SABAH Maldives TFC and Community facilitation centers in outer atoll
- To build and lead the team required to run the different operations of SABAH Maldives, TFC and CFC, with guidance from SABAH Maldives board, Ministry of Economic Development and SDF.
- To develop and set TFC and CFC rules and procedures in accordance with policies set by the SABAH Maldives board and Government of Maldives
- Take overall lead to ensure project activities are carried out to operationalize business plan and achieve sustainability
- Prepare project work plans as per Phase II objectives and ensure activities are planned and implemented in line with Phase II project grant and envisaged outputs are delivered.
- Take overall responsibility for timely preparation of quarterly reports in coordination with relevant staffs and ensure timely submission of reports to donor agency.
- Prepare other project related documents in consultation with SDF, SABAH Maldives board and Ministry of Economic Development
- Interact with producers organizations and home-based workers in the country to establish a strong and reliable production and supply chain set up to ensure consistent supply of products to SABAH Maldives customers that have guaranteed market access for SABAH Maldives brand products.
- To lead marketing activities of SABAH Maldives and promote the brand SABAH locally and abroad.
- Ensure the market the SABAH Maldives merchandize toward self-sustainability
- In coordination with relevant staff to produce timely management report and accounting statements to SDF, SABAH Maldives board, Ministry of Economic development, and other designated authorities.
- Ensure project financial matters are maintained in accordance with project fiduciary guidelines, SABAH Maldives accounting policies and Public Finance Act.

- Ensure that SABAH Maldives operations are run in accordance with Cooperative Society's Act and regulations and accordingly advise SABAH board.
- Lead and arrange regular board meetings as per chairperson's direction.
- Provide oversight and mentoring service to other project staff in performing their day to day work
- Should be available to undertake project related travels both within and outside Maldives.
- Demonstrates commitment to SABAH Maldives mission and objectives.

### **Competencies**

- Exerts strict adherence to rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experiences
- Excellent interpersonal skills and ability to travel
- Ability to lead and guide team and be a team player.
- Ability to work long hours
- Fluency in English and Dhivehi language

### **Qualification and Experience:**

- Post graduate degree in relevant field. Candidates with business management, business administration, entrepreneurship, or project management possessing a post graduate qualification will have an added advantage.
- Minimum of 5 years of work experience at a management level in business enterprises or private sector or project management level – a candidate with experience of setting up business ventures and similar work experience in business / project management will be preferred.
- Experience in the usage of computers and office software packages (MS Word, Excel etc).

Note: female candidates will be given preference if equally qualified candidates are shortlisted for the interview.

### **Remuneration inclusive of pension benefits:**

Monthly salary MVR 15,000.

## **POSITION 2**

**Position Title                      Financial Officer**

**Supervisor                              Project Manager**

**Contract Duration:                      12 months**

### **Responsibilities and Duties:**

Under the overall guidance and direct supervision of the Project Manager and Board of Directors, SABAH Maldives, the Finance Officer – will carry out the following responsibilities in close collaboration with other project team members:

1. Manage the financial resources with prudence and honesty and be fully accountable for expenditure in accordance with laid-down procedures;
2. Coordinate the financial and administrative planning and management aspects SABAH, including preparation of budgets (annual and quarterly) and monitoring thereof;

3. Coordinate & manage all financial and procurement related works of SABAH
4. Responsible to ensure all day to day project procurement and finance matters are timely delivered.
5. Updating of accounting records in the Accounting software
6. Monthly reconciliation of all bank accounts held by SABAH Maldives
7. Prepare and ensure timely submission of finance and procurement reports (quarterly and annual) to SABAH Maldives and LIA (SEWA and Home Net South Asia)
8. Maintain registry of project assets and physical check of fixed items, and reporting thereof
9. Provide assistance in organizing project related events (workshops, seminars, exhibitions, etc)
10. Provide support and assistance in preparation of project related business and marketing plans of SABAH Maldives
11. Provide assistance and support to the management team for a smooth running of SABAH's programs
12. Any other task assigned by the Project Manager.

### **Competencies**

- Demonstrates commitment to SABAH Maldives mission and objectives.
- Exerts strict adherence to the organization's rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experiences
- Actively works towards continuing personal learning, acts on learning plan and applies new acquired skills
- Knowledge and ability to undertake procurement related work in accordance with international best practice or familiarity with public sector procurement work
- Ability to carry out our Commercial Accounting, based on Double- Entry Accounting System
- Ability to establish and maintain contacts with operational-level officials and clients
- Excellent interpersonal skills
- Ability to travel (external and local)
- Ability to work long hours and being a team player
- Demonstrate out of box thinking
- Good at multi-tasking

### **Experience/ Qualification Requirements:**

- The minimum requirement is, Advance Diploma in Accounting/Finance, or a completed professional qualification (ACCA, CAT or CPA)
- At least 1 year relevant working experience.
- Experiences in the usage of computers and office software are required.
- Knowledge of using accounting software
- Fluency in English and Dhivehi language

### **Remuneration package inclusive of all benefits:**

MVR 10,000 based on qualification and experience of the candidate.

**Contract duration:**

1 year from the date of contract signing (with possible extension)

**Normal Working Hours**

Weekdays from 0800 – 1400 hrs with one hour lunch break in between. Should be flexible and willing to work long hours on a need basis.

**Duty station:**

SABAH Maldives Office  
Ministry of Economic Development  
Boduthakurufaanu Magu  
Rep of Maldives  
Tel: +(960) 3003018

**Application deadline**

Deadline for application is 17<sup>th</sup> **July, 2017, Monday, 1400hrs.**

Applications with CVs, copy of National ID card, attested/accredited academic certificate and reference letters should be submitted to [sabah@trade.gov.mv](mailto:sabah@trade.gov.mv) or physical submitted to Ministry of Economic Development  
Boduthakurufaanu Magu  
Male' Maldives

For further information or queries write to [sabah@trade.gov.mv](mailto:sabah@trade.gov.mv) or contact 3003018 during weekdays from 8am-2pm.