

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development and Trade  
Male', Republic of Maldives

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Sustainable and Integrated Labor Services (SAILS) (P177240)

Terms of Reference  
for

### Monitoring and Evaluation (M&E) Specialist (Local)

#### 1. Background

The government of Maldives (GOM) intends to introduce a new Unemployment Benefits Act that will extend contributory social insurance to all Maldivian workers. The government will establish an Unemployment Insurance (UI) scheme which will be complemented by an integrated program of job search assistance and labor market reinsertion initiatives. The UI scheme will be designed to complement the Maldives Retirement Pension Scheme (MRPS), and the project will support the development of policy measures and capacity building to ensure the long-term fiscal sustainability of the MRPS and Old Age Basic Pension (OABP).

The Employment Services (ES) will serve as a platform for strengthening Active Labor Market Program (ALMP), addressing the challenges faced by Maldivians in finding employment, and building an integrated Labor Market Information System (LMIS). The scheme will pursue partnerships with government and non-government agencies aimed at promoting female employment, filling strategic gaps in the labor market (such as green and blue economy jobs), and replacing migrant workers with locals in the tourism industry.

The Government of Maldives (GoM) is implementing the “Sustainable and Integrated Labor Services (SAILS)” Project. The project is funded by the World Bank. The project objective is to improve social protection coverage and employability of Maldivian workers by establishing a contributory unemployment insurance scheme and integrated labor market services and, in the case of an eligible crisis or emergency, respond promptly and effectively to it. The project is being jointly administered by the Ministry of Economic Development and Trade (MoEDT) and Maldives Pension Administration Office (MPAO) with a Project Steering Committee that is co-chaired by the MPAO and the MoEDT.

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

#### Component 1: Integrated Labor Market Services

- 1.1. Establishment of policy and legal framework
- 1.2. Strengthening internal systems for program administration
- 1.3. Development and implementation of the ES scheme
- 1.4. Establishment of the Job Center service centers nationwide



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## **Component 2: Strengthening Social Insurance:**

- 2.1. Provision of seed financing of UI Solidarity Fund
- 2.2. Strengthening of internal systems and processes for fund administration
- 2.3. Financial management, compliance and audit
- 2.4. Strategic planning for the sustainability of social insurance

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract a Monitoring and Evaluation Specialist.

## **2. Objectives**

The MoEDT wishes to contract an M&E Specialist who will lead the project team for the overall day to day management and coordination of the project in terms of M&E. The primary objective of the Monitoring & Evaluation Specialist is to ensure due diligence for all the sub-components funded by this project.

The Monitoring and Evaluation (M&E) Specialist is responsible for documenting changes to the project Performance Monitoring Plan (PMP) and/or indicators, the completion of the project modules; analyze collected data of the indicators in the project. It is intended that necessary mitigation measures are developed and implemented following the relevant laws as well as the World Bank policies.

## **3. Scope of Services**

- 3.1. Provide overall policy and technical direction for monitoring and evaluation under the Project.
- 3.2. The M&E Specialist will work on the tasks outlined in collaboration with the Project Director appointed for the project.
- 3.3. Ensure Monitoring and evaluation is carried out for project activity as soon as conceptual technical design and scope have been defined for physical interventions; closely coordinate with the PMU for review and endorsement of the screening decision and recommendation.
- 3.4. Ensure timely preparation of Monitoring and Evaluation Plans.
- 3.5. Ensure the requirements stipulated in the SEP are implemented throughout the project lifetime, coordinate and maintain documentation of SEPs and facilitate actions regarding grievances and concerns in relation to project interventions.
- 3.6. Ensure the provisions of the LMP are duly incorporated into the Monitoring and evaluation instruments and maintained in line with the requirements outlined, throughout the project lifetime via coordination with Project Director.
- 3.7. Ensure consistency of safeguard documents with national Monitoring regulations; work with the PMU to obtain necessary clearances from local regulatory authorities and relevant ministries, where applicable.
- 3.8. Ensuring compliance with ESMPs at all times.

## **4. Reporting Obligations**

The M&E Specialist shall report to the Project Director on the status of the assignment on a regular basis. The M&E Specialist will work at Ministry of Higher Education, Labour and Skills Development (MoHELSD) at Umar Zahir Building, Hulhumale' or any other place specified by the Project.



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## 5. Required Expertise and Qualifications

The M&E Specialist should have:

- 5.1. Master's Degree in Communication, Business Administration, Management, Marketing, or suitable equivalency with minimum of 5 years' suitable work experience OR;
- 5.2. Bachelor's Degree in Communication, Business Administration, Management, Marketing, or suitable equivalency with minimum of 10 years of suitable work experience.
- 5.3. Proficient in using software applications such as MS Project, and data analytics tools.
- 5.4. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
- 5.5. Good written and oral Dhivehi and English communication skills.

## 6. 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 April 2024.

## 7. Remuneration

The M&E Specialist will be paid a lump sum of MVR 27,800 – MVR 32,000 per month.

## 8. Required Documents

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- I. Expression of interest letter
- II. Curriculum vitae indicating all experience from similar jobs
- III. References

## 9. Expression of Interest Application Submission

- I. Deadline for submission of the application is 3<sup>rd</sup> April 2024 (04:00pm)
- II. Application should be emailed to the following contact details.

Shuhad Ibrahim

Project Director

**Sustainable and Integrated Labor Services Project (SAILS) P177240**

Ministry of Economic Development and Trade

Boduthakurufaanu Magu, Malé, Maldives

Email: [recruitment@trade.gov.mv](mailto:recruitment@trade.gov.mv)