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

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Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)

P163818

Term of Reference

for

Project Officer (Local)

1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided/collided with the rapid growth in low skill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

The Government of Maldives (GoM) is implementing the "Maldives: Enhancing Employability and Resilience of Youth (MEERY)" Project. The project is funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being jointly administered by the Ministry of Higher Education, Labour and Skills Development (MoHEL&SD) and Ministry of Economic Development and Trade (MoEDT), with a Project Steering Committee that is co-chaired by the MoHEL&SD and the MoEDT.



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

Component 1: Fostering skills development and entrepreneurship in priority sectors through four subcomponents:

- 1.1: Labor-market assessment and analysis for demand driven skills identification
- 1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum
- 1.3: Face-to-Face Skills Delivery.
- 1.4: Support for Entrepreneurship Development.

Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

- 2.1: Strategy Development, Strengthening and Diversifying skills development programs.
- 2.2: IT infrastructure for skills development and jobs platform.
- 2.3: Career hubs for education-industry linkages.

Component 3: Project Coordination, Monitoring and Evaluation

As part of the PMU strengthening process, the Ministry of Economic Development and Trade wishes to contract a **Project Officer**.

2. Objectives

1. The MEDT wishes to select a Project Officer who will assist the project team for the overall day to day management and coordination of the project.
2. Manage MEERY Project as per the objectives defined and agreed by the World Bank and the Government of Maldives, whereby establishing the mechanism to improve efficiency and transparency in the project implementation, enabling and facilitating institutions to obtain the required information accurately on time and to make selections objectively and verifiably; and make payments efficiently and transparently.



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3. Scope of Services

The Project Officer is responsible for assisting in the coordination of project activities during the project cycle from preparation and implementation to completion, reporting and winding up. The Project Officer will carry out inter alia, several tasks, including but not limited to the following:

1. Assist the Project Director and other members of the PMU in day-to-day management and oversight of project activities.
2. Ensure all project documentation regarding the project activities are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.
3. Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
4. Prepare progress reports and other project management reports.
5. Provide receptionist services including answering calls and inquiries.
6. Assist project staff in arranging trips and other programs and events.
7. Assist Project Director and other members of the PMU in carrying out their duties and support project team in all issues related to project administration.
8. Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes etc.
9. Carry out other tasks and responsibilities of similar nature to those listed above as determined from time to time by the implementing agencies and Project Director.

4. Reporting Obligations

The Project Officer shall report to the Project Director on the status of the assignment on a regular basis.



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5. Required Expertise and Qualifications

The Project Officer should have:

- Bachelor's Degree in Business or Administration or suitable equivalency with minimum of 3 years of relevant work experience.
- Sufficiently experienced to manage projects, prepare essential management reports.
- Experience and technical experience in previous projects will be an added advantage.
- Must have knowledge and understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank
- Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and can work efficiently and effectively with a multi-disciplinary team.
- Good written and oral Dhivehi and English communication skills.

6. Contract Duration

7. The contract duration is until 31st December 2024. 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 **June 2024**.

8. Remuneration

The Project Officer will be paid a lump sum of MVR 17,550 – MVR 20,160 per month.



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9. 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. ID Card copy
- IV. References

10. Expression of Interest Application Submission

- I. Deadline for submission of the application is **6th June 2024 (04:00pm)**
- II. Application should be emailed to the following contact details.

Mohamed Nabeel Ahmed

Project Director

Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)

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Ministry of Economic Development and Trade

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