

TERMS OF REFERENCE FOR SOCIAL PROTECTION CONSULTANT

A. Background

- The National Social Protection agency is mandated under the Social Protection Act (2/2014) to administer and implement specific social protection programs. The agency also acts as the regulatory body for the universal health coverage scheme, Husnuva Aasandha.

B. Objective

- The objective of the consultancy is to provide technical support for the development and enhancement of a comprehensive Social Protection System in Maldives. The consultant is expected to provide written advice to the CEO and the board as per requirement, as well as providing technical input for different areas of the agency.

C. Qualification and requirements

- Minimum 3 years of experience working in a position that involved project or program management, or social protection
- At least 3 years of experience working in Social Protection Area of Maldives.
- Possess a Master's degree in social science, human science or a field related to social protection
- Previous experience in managing and monitoring social protection programs and similar projects would be a distinct advantage
- Experience with the national health care financing scheme of Maldives
- Candidates must prove an appropriate level of and contextual knowledge of the IT systems used in social protection benefit administration and healthcare financing scheme management
- Experience in a policy advisory role in the area of Social Protection of Maldives – Preferable

D. Schedule of tasks

- The consultancy is for a period of one year, hence this is a 1 year contract (on a renewable basis, depending on need, performance and funding) Work must be conducted at premises specified by NSPA.



E. Key Tasks, Responsibilities and Deliverables

The consultant shall carry out the following key tasks:

1. Develop a framework for Social Protection System in Maldives
2. Provide technical input for the strategic action plan of NSPA 2017-2020
3. Provide comments and facilitate senior management on developing process design for integrating e-NSPA with SPIS and finance functions
4. Prepare quarterly reports on efficiency gain mechanisms for Social Protection Program delivery at NSPA
5. Develop paper on service delivery improvements at NSPA
6. Provide written advice to the CEO and the board as per their requirement
7. Review and analyze the cost of *Husnuvaa Aasandha Scheme* and provide technical support for the cost reduction of the scheme
8. Conduct quarterly training program for NSPA Staff on Social Protection Program design and delivery
9. Review and advice on the monitoring toolkit developed by NSPA
10. Review the new regulations under 2/2014 and provide input on technical grounds of social protection
11. Provide technical support for the impact evaluation on the disability program planned for 2017
12. Review and provide technical support for the sensitization program and PR plan of NSPA
13. Provide technical support for roll out of any new programs by NSPA
14. Support and facilitate research and development and provide technical training activities associated with evaluation and analysis of programs at NSPA
15. Provide guidance on preparing new slogans for the year 2017

F. Services and Fee

- The consultant is expected to work in premises identified by NSPA. Services are required immediately.
- A monthly remuneration of MVR 30,000 will be paid, depending on the qualification and experience.

G. Documents to be submitted

National Social Protection Agency, now invites interested eligible individuals to submit their letter of interest with the following documents.

- A letter of Interest
- Interested candidates must provide CV including information that demonstrates that they are qualified to perform the services based on the TOR
- Attested copies of educational certificates
- Reference letters supporting previous similar works undertaken by the consultant.
- ID card copy

H. Selection

The individual will be selected based on the qualification, experience and the interview that will be conducted for the shortlisted candidates.



I. Deadline for submission of documents

Interested candidates must deliver their letter of interest with the supporting documents to the address below, no later than **13:30 hours Maldivian time on October 06, 2016**. NSPA reserves the right to disqualify incomplete applications and documents.

National Social Protection Agency
Ma. Dhonveli, Ameenee Magu
Male', Republic of Maldives
Tel: 1402
Website: www.nspa.gov.mv

