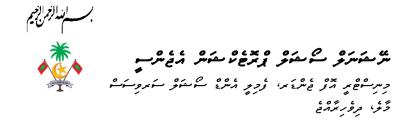
National Social Protection Agency



Ministry of Gender, Family and Social Services Male', Republic of Maldives

Terms of Reference Social Protection Consultant

1. Background

The National Social Protection Agency (NSPA) is mandated to administer and oversee social protection programs identified by the Government to protect Maldivian citizens from the effects of poverty. Currently, NSPA oversees and regulates the National Social Health Insurance Scheme (Husnuvaa Aasandha Scheme) under the National Social Health Insurance Act (15/2011), as well as administering targeted financial assistance programs such as the Single Parent allowance, Foster Parent Allowance, and Food Assistance under the Social Protection Act (2/2014). Furthermore, NSPA is responsible for maintaining the National Disability Register, disbursing the Disability Allowance under the Disability Act (8/2010), and managing the Medical Welfare Program.

NSPA is seeking a Consultant to provide technical expertise in the development and enhancement of social protection policies, systems and regulations, and work closely with the Agency's relevant sections and international partners to align the Agency's functions with its evolving mandate.

2. Objective

The consultant will support NSPA in reviewing and improving relevant Acts, regulations, policies, and operational procedures. Additionally, the consultant will collaborate with international development partners and support the reform of existing programs and scheme, offering technical inputs to enhance the Agency's operations.

3. Scope of Work

The overall responsibilities of the Consultant include, but is not limited to the following:

- Collaborate with Policy Section and Legal Section to propose necessary amendments to the Social Protection Act and other relevant legislation in alignment with changes to the Agency's mandate.
- Provide technical feedback to enhance the Social Protection Information System (SPIS), in response to amendments to the Social Protection Act, associated regulations, policies or operational procedures.
- Oversee and provide necessary feedback as required by the CEO and ZV (Head of Civil Service staff), assisting in the preparation of technical and policy documents to meet specific requirements.
- Work closely with Social Protection Division heads, offering constructive feedback and guidance to enhance relevant areas of operation.

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- Coordinate and collaborate with international development partners, such as the World Bank, Asian Development Bank, UNICEF, and others, representing the Agency in necessary meetings and discussions, if any when required.
- Identify areas requiring amendments to existing regulations and policies, and provide technical feedback and support to facilitate these changes.
- Offer constructive feedback and support in the preparation of guidelines based on committee decisions, ensuring clarity and compliance with policy objectives.
- Support the development and updating of Standard Operating Procedures (SOPs) by providing technical input and constructive feedback.
- Conduct necessary training sessions and provide support to committee members, particularly in areas related to application processes and decision-making.
- To ensure operational efficiency, consultants are expected to be available and reachable during working hours on all working days. In addition, urgent tasks assigned during non-official hours and holidays should be completed with appropriate urgency.

4. Deliverables

- Monthly Report of work attended to, in an agreed format to be submitted within the first week after the end of each month
- Draft and finalized amendments to the Social Protection Act and relevant regulations.
- Policy papers and technical documents as required by ZV and the CEO.
- Updated SOPs and guidelines for committee decisions.

5. Reporting and Work Arrangements

- The Consultant will work closely with Legal Section and Social Protection Division heads and other relevant team members and report directly to NSPA's ZV (Head of Civil Service staff).
- Physical attendance is not compulsory as payments will be made monthly against completion/submission of deliverables scheduled and agreed with the Consultant.
- The consultant is expected to be available during official working hours on all government working days and, if necessary, to work on holidays to meet the target.
- Workspace and equipment will be provided for at NSPA office (if required) and off-site work options can be facilitated (if required) as well.

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6. Duration and Remuneration

- The services of the consultant are required for 1 year, with the potential to extend for an additional 1 year based on need and performance.
- The Consultant shall be paid a monthly remuneration fee of MVR 27,000.00

7. Qualifications and Experience

 Master's Degree or equivalent professional qualification (MNQF level 9) in the field of Developmental Studies, Social Policy, Management or Social Science with a minimum of 03 years of professional work experience in the Social Science after attaining a Master's degree or equivalent professional qualification. OR

Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of Developmental Studies, Social Policy, Management or Social Science, with a minimum of 7 to10 years of professional work experience in the field of Social Science after attaining a Bachelor's degree or equivalent professional qualification.

- Strong knowledge of social protection, legislative processes, and policy analysis.
- Experience working with government institutions, international organizations, and development partners.
- High degree of computer literacy, and intermediate to advanced knowledge of Microsoft Office Package (Excel, Word, and PowerPoint) and Internet.
- Excellent report writing and good command of both spoken and written English and Dhivehi is required.
- Ability to work independently and effectively coordinate with multiple stakeholders.

9. Documents to Submit

Interested candidates should submit their CV, a cover letter outlining their relevant experience, and any supporting documents demonstrating their expertise, qualifications and experience and National Identity card of the applicant (Ensure that ID card is not expired).

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