



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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މާލެ، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

Civil Service Commission

Male', Maldives

Reference Number: 188-HRS-IUL/2025/68

Date: 18th September 2025

Terms of Reference

Position

Consultant

Background

The Civil Service Commission (CSC) of Maldives would like to invite applications/ expressions of interest from self-driven, well-organized, passionate, and research-oriented individuals, who are interested in conducting the necessary work in developing the Civil Service Strategic Plan 2026-2030.

The application / expression of interest shall include a brief introduction of the applicant, including the experience of similar work and profile of the individual. In addition, a brief outline of the methodology and work plan should be submitted.

Objectives

The overall objectives of this are to carry out an analysis of the existing Strategic Plan, carry out a SWOT of the Civil Service and develop the Strategic Plan 2026-2030 in collaboration with the Strategic Plan Development Team identified at CSC.

Scope of Work

- Review and analyze key organizational documents, including previous strategic plans, annual reports, and policies.
- Conduct a situational analysis (SWOT and PESTLE) and necessary mappings.



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Civil Service Commission, Majeedhee Magu, Male', 20040

www.csc.gov.mv

/cscmaldives

admin@csc.gov.mv

330-7306 / 330-7307

Technical Experience

- Exceptional interpersonal, and communication skills.
- Excellent facilitation, communication, research, and report-writing skills.

Contract Duration

From the date of signing the contract till 31st December 2025 (shall be extended by the commission based on the individual's performance and the organizational needs)

Remuneration

Monthly Salary and Allowances: MVR 30,000

Working Hours

- Commission official working hours. Currently from 8:00am to 2:00pm on government working days.
- In special cases, will have to work extra hours at the office, or at home as remote working approved by supervising staff.

Selection Criteria

Criteria		Points
Education Qualification	MNQF Level 9 certificate with 4 years of experience	30
	MNQF Level 7 or 8 certificate with 6 years of experience	20
Points allocated for Doctoral qualification		10
Experience in developing strategic planning		10
Exposure to the Maldives Civil Service		10
Interview and Presentation		40

