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Civil Service Commission

Male', Maldives

Reference Number: 188-HRS-IUL/2025/69

Date: 29th 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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- Conduct focus group surveys and interviews.
- Carryout stakeholder meetings.
- Identify strategic goals, objectives, and Key Performance Indicators (KPIs)
- Develop timelines, responsibilities, and implementation frameworks.

Deliverables

- Prepare Inception report with methodology.
- Leading stakeholder consultations and synthesize findings from the document review and consultations into a comprehensive report that will inform the strategic direction.
- Prepare the Draft Strategic Plan 2026-2030.
- Conduct the stakeholder consultations required to finalize the comprehensive document of the Strategic Plan 2026-2030.
- Prepare Final Strategic Plan including monitoring and evaluation framework.

Reporting Relationships

The Consultant will report directly to the Team Lead of the Strategic Plan Development Team at CSC.

Qualification and Experience

- The Consultant should have a minimum of MNQF Level 7 or 8 certificate in Strategic Management/ Public Administration/ Public policy/ Human Resource or related discipline with minimum of six (06) years of experience in the relevant field. And the Consultant should have experience in developing strategic planning for similar organization.

OR

- The Consultant should have a minimum of MNQF Level 9 certificate in Strategic Management/ Public Administration/Public policy/ Human Resource or related discipline with minimum of four (04) years of experience in the relevant field. And the Consultant should have experience in developing strategic planning for similar organization.

Note: Preference will be given to individuals who have knowledge and exposure to the Maldives Civil Service.



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

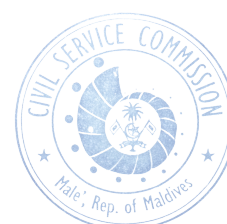
Monthly Salary and Allowances: MVR 30,000.

Working Hours

Flexible working arrangements can be made after discussion.

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



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