



Republic of Maldives

Pension and Social Protection Administration Project

IDA Credit No.: 4611-MV

Investment Management Capacity Building Expert (international)

Terms of Reference

(Consultancy No: MV/PSPAP/ C72)

A. Background

Following the ratification of the Maldives Pension Act in 2009, the Maldives Pension Administration Office (MPAO) was established to administer the Maldives Retirement Pension Scheme (MRPS) and Old-age Basic Pension Scheme (BP). The MRPS is a mandatory DC scheme for both the private and public sector where the employer and employee together contribute 14% of basic wage as monthly pension contributions. The BP is a demogrant funded through government budget appropriations.

The Pension Act requires that the Pension Assets shall only be invested in a manner to maximize profits for the participants and beneficiaries of the scheme with due regard to security of Assets, diversity of investment, investing in assets which yields maximum profit, taking into account security of assets and maintenance of adequate liquidity.

The Pension Office, as the administrator and the fund manager for Maldives Retirement Pension Scheme would like to build its asset management, research, and investment performance monitoring and risk management capacity.

B. Objective of the assignment

The objective of this assignment is;

1. to undertake a comprehensive training needs assessment and to strengthen the asset management, research, investment performance monitoring and risk management capacity at MPAO. The assessment would involve the identification of the immediate and future training needs for the effective management of pension assets, gap analysis, design and delivery of training focused on instilling asset management, research and investment performance monitoring, risk management skills and competencies among staff of MPAO.
2. Provide expert input to the development of strategic plan, which is under preparation and aims to improve investment returns, risk management and enhancing retirement benefits.



C. Scope of work

1. Review the current practices of asset management, risk management, and investment performance monitoring related to MRPS portfolios by MPAO and the organizational structure of the asset management unit;
2. Based on the methodology gaps and the skill/competency gaps identified between the current practices and the best practices suitable to the MRPS context.
3. Conduct training needs analysis focused on the investment management, research, investment performance monitoring and risk management at MPAO.

The consultant is expected to assess the suitability of the asset management, investment performance management and risk management practices at MPAO and identify the skills and competencies required for the effective and efficient management of pension assets, risk management and performance monitoring.

4. Provide technical inputs in the development of strategic plan addressing improving investment returns, manage portfolio and risks.
5. Design and Delivery of asset management training

Based on the training needs assessment and the gap analysis the consultant is expected to design and deliver an asset management training program covering (but not limited to) the following areas;

- Record keeping, accounting and disclosure of financial information
- Investment research
- Asset allocation and portfolio management
- Investment risk management
- Asset liability management

D. Schedule for completion of tasks

The consultant is required for 60 days. The assignment should be completed by 15 June 2015.

Tasks	Timeframe
Report outlining current status of asset management, risk management and investment performance	Within 2 weeks
Provide technical inputs to preliminary investment management strategic plan	The expert will provide guidance on developing the strategic plan on an ongoing basis during the tenure of the assignment. Initial draft to be submitted within 5 weeks of commencement of the contract.
Conduct training needs analysis focused on the investment management ,	The preliminary report is expected to be completed within a month.



investment performance monitoring and risk management at MPAO	
Short Term and Long Term Training Plan for the Asset Management Unit	The plan is expected to be delivered within one months of the needs assessment report.
Design and Delivery of asset management training.	The in-house training program is expected to be delivered for a period of three weeks. All training to be completed by 1 June 2015. Training evaluation report is due by 15 June 2015.

E. Services and Facilities to be provided by the Client

The consultant is expected to work in MPAO or in the premises identified by MPAO. The Chief Executive Officer would assign a focal point for the Consultant within MPAO who would communicate the progress to the involved parties and ensure all necessary support to the Consultant for the timely completion of the assignment.

The Client shall ensure that office space and office facilities-local calls, internet connection, general stationery, support staff and all other relevant information for the completion of the task is made available to the selected Consultant in timely manner.

F. Deliverables

1. Report outlining current status of asset management, risk management and investment performance practices and organization structure.
2. Report of the training needs analysis of the Asset Management Unit
3. Train and assess the asset management and risk management staff of MPAO
4. Development of preliminary strategic plan addressing improving investment returns, risk management and enhancing retirement benefits.

G. Composition of review committee to monitor consultants work

Consultant shall report to the CEO of the MPAO, and will work closely with the technical team of MPAO which comprise of key personnel from Asset Management, Operations, Risk Management, Stakeholder Relations and Corporate Affairs. The focal point assigned by MPAO would communicate the progress to the involved parties and ensure all necessary support to the Consultant for the timely completion of the assignment.



H. Procedures for review of outputs

The review processes consist of analysis of the deliverables together with the assigned timelines. The Client will ensure that the deliverables of the consultant are reviewed in a timely manner, preferably within two weeks of submission of the output.

I. Qualification and Experience

1. Advance Degree in Finance/Investment Management/Wealth Management or CFA, FCII, FIA, FRM
2. Minimum of 6 years' experience in fund management/portfolio management/investment management.
3. Minimum of 1 years' experience with instructional design, delivery and assessment methods.
4. Minimum of 1 year experience in Defined Contribution systems.
5. Advanced technical expertise and product specific knowledge.
6. Strong interpersonal, communication and presentation skills.
7. Strong analytical, critical thinking and problem-solving skills
8. Solid project management, organization, and planning skills