



# **MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT (MEERY: P163818)**

Ministry of Higher Education  
Republic of Maldives

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

For

### **Consulting Firm or Institute to Review National Competency Standards with Logbooks and Develop Curricula, Learning Materials and Assessment Resource Books**

(Procurement Reference : MV-MOHE-165537-CS-QCBS)

#### **1. Background:**

The Government of Maldives (GoM) is implementing the “Maldives: Enhancing Employability and Resilience of Youth (MEERY)” Project. The project is funded by the World Bank and the objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee co-chaired by the MoHE and the Ministry of Economic Development (MED). The project comprises of three components and a Contingent Emergency Component. The three primary components are:

**Component 1: Fostering skills development and entrepreneurship in priority sectors(Tourism & Construction and ICT-related Services Sectors through four sub-components:** *1.1: Labor-market assessment and analysis for demand driven skills identification*

*1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum*

*1.3: Face-to-Face Skills Delivery.*

*1.4: Support for Entrepreneurship Development.*

**Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:**

*2.1: Strategy Development, Strengthening and Diversifying skills development programs.* *2.2: IT infrastructure for skills development and jobs platform.*

*2.3: Career hubs for education-industry linkages.*

**Component 3: Project Coordination, Monitoring and Evaluation**

The Project Management Unit (PMU) of the MoHE, in charge of implementing the project and is looking for a qualified Education and Training Consulting Firm or Institute to carry out this assignment.

#### **2. Overview:**

Several aspects of the Maldives’ recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided / collided with the rapid growth in low-skill service jobs associated with

tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to:

- (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and
- (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

### **3. Introduction of the Assignment:**

Maldives National Skills Development Authority (MNSDA) has established 6 Employment Sector Councils (ESCs) to identify priority skills needed areas in each sector and to set National Competency Standards (NCS). These ESCs are in Construction, Transport, Fisheries and Agriculture, Social, Tourism and ICT.

The MEERY project is financing skills development and entrepreneurship in priority sectors such as Tourism, ICT and Tourism related Construction, and MEERY wishes to recruit an Educational and Training Consulting Firm or Institute that has the capacity and resources to review existing National Competency Standards with Logbooks and develop Curricula, Learning Materials and Assessment Resource Books.

### **4. Objective:**

The objective of this assignment is to review National Competency Standards with Logbooks and develop Curricula, Learning Materials and Assessment Resource Books for the identified areas in Table 1.1

### **5. Scope of Services:**

The tasks will include, but will not be limited to the following:

- The Consulting Firm or Institute would be facilitating MNSDA in reviewing existing National Competency Standards with Logbooks and develop new Curricula, Learning Materials and Assessment Resource Books for the 60 areas identified in Table 1.1.
- The Consulting Firm or Institute must refer to International Labor Organization (ILO)'s Standards for reviewing or developing National Competency Standards and related training materials.
- To review the National Competency Standards with Logbooks and develop the Curricula, Learning Materials and Assessment Resource Books as per instructions/to the formats from MNSDA with the guidance from Technical Panel (TPs) formed by MNSDA.
- Once the NCS draft is finalized by MNSDA with guidance from the TP, to present the NCS to the relevant ESC formed by MNSDA.
- The Consulting Firm or Institute is responsible to fully participate in all the meetings and Employment Sector Council meetings, bring changes to the NCS according to the feedback from the TP and ESC members.
- Curricula need to be developed based on the endorsed NCSs, to the course document format approved by the Maldives Qualification Authority (MQA), and the documents need to be presented to and approved by the TP.
- Learning materials and Assessment Resource Books need to be developed to the endorsed NCSs, and

the documents need to be presented to and approved by the TP.

- The Consulting Firm or Institute is responsible to finalize the documents according to the final comments from the TP members and MNSDA.
- Soft copies (MS Word and PDF) of prepared documents (NCS, Logbooks, Curricula, learning materials, and Assessment resourcebooks) need to be shared with MNSDA after proofreading and formatting the documents and bring any changes to the documents according to feedback from MNSDA.
- The Consulting Firm or Institute is also responsible to obtain approval from MNSDA, for the final document.

**Table 1.1**

**LIST OF PROPOSED QUALIFICATIONS FOR DEVELOPMENT OR REVIEW OF NATIONAL COMPETENCY STANDARDS, CURRICULUMS, INSTRUCTIONAL MATERIALS, RESOURCE BOOKS & LOGBOOKS**

#	Cert. Level	Qualifications Title	NCS & Logbook	Curriculum	Learning Material	Assessment Resource Book
1	3	Agriculture	Review	New	New	New
2	3	Airport Representative Services	Review	New	New	New
3	3	Art Skills	Review	New	New	New
4	4	Art Skills	Review	New	New	New
5	3	Automotive Maintenance (Light Vehicle)	Review	New	New	New
6	3	Bar Bending	Review	New	New	New
7	3	Barista	Review	New	New	New
8	4	Barista	Review	New	New	New
9	3	Cake Decoration	Review	New	New	New
10	4	Cake Decoration	Review	New	New	New
11	3	Cashiering	Review	New	New	New
12	4	Cashiering	Review	New	New	New
13	4	Commercial Cookery	Review	New	New	New
14	3	Company Administration	Review	New	New	New
15	3	Construction Site Supervision	Review	New	New	New
16	4	Construction Site Supervision	Review	New	New	New
17	3	Electrical Installation and Maintenance	Review	New	New	New
18	4	Electrical Installation and Maintenance	Review	New	New	New
19	3	Event Management	Review	New	New	New
20	4	Event Management	Review	New	New	New
21	3	Fashion Design and Tailoring	Review	New	New	New
22	4	Fashion Design and Tailoring	Review	New	New	New
23	3	Fiberglass Boat Building	Review	New	New	New
24	3	Fish Processing and Quality Control	Review	New	New	New
25	3	Front Office Services	Review	New	New	New
26	4	Front Office Services	Review	New	New	New

27	3	Furniture Carpentry	Review	New	New	New
28	3	Gardening	Review	New	New	New
29	4	Gardening	Review	New	New	New
30	3	Health and Safety in Construction	Review	New	New	New
31	4	Health and Safety in Construction	Review	New	New	New
32	3	Housekeeping	Review	New	New	New
33	4	Housekeeping	Review	New	New	New
34	3	Inventory Management	Review	New	New	New
35	4	Inventory Management	Review	New	New	New
36	3	Jewelry Design and Manufacturing	Review	New	New	New
37	3	Laundry Operations	Review	New	New	New
38	3	Makeup and Beauty Care	Review	New	New	New
39	4	Makeup and Beauty Care	Review	New	New	New
40	3	Marine Mechanic	Review	New	New	New
41	4	Marine Mechanic	Review	New	New	New
42	3	Masonry Works	Review	New	New	New
43	3	Media Production	Review	New	New	New
44	4	Media Production	Review	New	New	New
45	3	Painting and Decorations	Review	New	New	New
46	3	Phlebotomy	Review	New	New	New
47	4	Photography	Review	New	New	New
48	3	Programming	Review	New	New	New
49	3	Retail Services	Review	New	New	New
50	4	School Health Officer	Review	New	New	New
51	3	School Laboratory Techniques	Review	New	New	New
52	4	School Laboratory Techniques	Review	New	New	New
53	3	Shuttering Carpentry	Review	New	New	New
54	3	Sound Engineering	Review	New	New	New
55	4	Sound Engineering	Review	New	New	New
56	3	Sports Coaching	Review	New	New	New
57	3	Ticketing and Reservation	Review	New	New	New
58	4	Ticketing and Reservation	Review	New	New	New
59	4	Tour Guiding	Review	New	New	New
60	3	Water Sports Operations	Review	New	New	New

## 6. Project Deliverables and Remuneration:

- **Deliverable 1** – Upon submission and acceptance of Inception Report (Within 20 days of contract signing) – 10%
- **Deliverable 2** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the first 30 completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks, as per MNSDA’s instructions in order to be agreed with MNSDA – 35%.

- **Deliverable 3** – Upon approval of the first 30 Curricula from the MQA and endorsement by MNSDA – 5%.
- **Deliverable 4** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the remaining 30 completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks, as per MNSDA’s instructions in order to be agreed with MNSDA – 35%.
- **Deliverable 5** – Upon approval of the remaining 30 Curricula from the MQA and endorsement by MNSDA – 5%.
- **Deliverable 6** – Upon solving any remaining issues identified in any submitted document – 10%

**7. Selection Criteria:**

Selection will be made based on Quality and Cost Based Selection (QCBS) method set out in the World Bank Procurement Regulations for IPF Borrowers’ Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018.

**The Consulting Firm or Institute:**

- Must be a registered and operating Educational / Skills Training Consultancy firm or an Institute providing similar services in Maldives (Please provide Valid Firm / Institute Registration Certificate and Profile).
- Must have minimum 2 years of experience in curricula or standards development.

*All interested parties must submit validated documentary evidence to support the above criteria. Based on the above criteria, only the shortlisted firms or institutes will be invited to submit the Technical and Financial Proposal (whereby more information will be requested).*

**Key Staff:**

In order to successfully carry out the consultancy services listed above, the Consulting Firm or the Institute must dedicate the following staff or associates throughout the term of the consultancy with the following qualifications and experience.

<u>#</u>	<u>Key Staff Title</u>	<u>Number Required</u>	<u>Academic Qualification</u>	<u>Experience</u>
1	Team Leader	1	Master’s Degree in Business Administration (specialized in either Human Resource Management or International Management) or a related area.	2 years’ experience in related field.
2	Associate	1	Master’s degree in Construction Management or related area.	2 years’ experience in related field.
3	Associate	1	Master’s degree in Maritime Operations or Transport Engineering or Transport Management or a related area.	2 years’ experience in related field.

4	Associate	1	Master's degree in Information & Communication Technology (ICT) Management or ICT Project Management or a related area.	2 years' experience in related field.
5	Associate	1	Master's degree in Hospitality Management or Tourism or a related area.	2 years' experience in related field.
6	Administrative Coordinator	1	Bachelor's degree in Administration / Management or a related field.	2 years' experience in related field.
7	Administrative Support Staff	4	Bachelor's degree in administration or a related field.	-

**Other Key Staff Competencies:**

- All personnel employed for this project must be fluent in spoken and written English.
- The Consulting Firm or Institute must submit an Organogram with details of assignment for each staff or associate.
- Only the key staff stated in the above table will be evaluated. However, the Firm is open to bringing in additional experts outside of the above stated in the table, depending on the need of the specific task or trade.

**8. Duration of services**

The Consulting Firm or Institute must complete the assigned work within **10 Months** of contract signing.

**9. Institutional Arrangements:**

Consulting Firm or Institute will carry out all works at their own workplace. However, the representatives from the Consulting Firm or Institute must arrange and attend (physically whenever possible) all the relevant meetings arranged by MNSDA. The Consulting Firm or Institute's Administrative Coordinator and the administrative staff must coordinate and arrange all administrative work for TPs including writing minutes of meetings as per formats provided by MNSDA.

**10. Confidentiality, Ethics and Conflict of Interest**

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.