



# **SCHOOL COUNSELLORS WORKING AT THE PSYCHO- SOCIAL SUPPORT HELPLINE OF MINISTRY EDUCATION**

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## **REQUEST FOR PROPOSAL**

(IUL) 22-PU/22/2022/356

04<sup>th</sup> December 2022

## 1. INTRODUCTION

The Ministry of Education is planning to establish a helpline through which students can seek psycho-social support help. In this regard Ministry of Education is looking for school counsellors who are interested in working at the helpline for students.

## 2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	<b>4<sup>th</sup> December 2022</b>
Registration Deadline:	-
Clarification deadline:	<b>08<sup>th</sup> December 2022, 1400 hrs. Local Time</b>
Proposal submission deadline:	<b>11<sup>th</sup> December 2022, 1400 hrs. Local Time</b>

## 3. CLARIFICATION

Interested parties may obtain further information on request by writing to the address below.

### Procurement Section,

Ministry of Education,  
9th Floor, H.Velange, 20096  
Ameer Ahmed Magu, Male' City,  
Republic of Maldives  
Mob: :+( 960) 3341403  
Email: [procurement@moe.gov.mv](mailto:procurement@moe.gov.mv)  
CC Email: [shamym@moe.gov.mv](mailto:shamym@moe.gov.mv)

## 4. SUBMISSION REQUIREMENTS

Proposal should contain the following documents and Standard forms in ANNEX A

- Document Checklist (Form 1)
- Proposal Submission Form (Form 2)
- Copy of National ID Card
- Copy of Maldives Allied Health Council registration certificate
- Curriculum Vitae (CV) (Form 3)
- Accredited academic certificates
- Demonstrations of required experiences listed in this TOR

## 5. PROPOSAL SUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the request for proposal to: Ministry of Education Ameer Ahmed Magu, Male', 20079 Republic of Maldives Tel: (960) 33401403 <b>Apply via: <a href="https://bit.ly/3FcTMYh">bit.ly/3FcTMYh</a></b>
Submission Deadline	The deadline for the submission of Proposal is: Date: <b>11<sup>th</sup> December 2022</b> Time: <b>14:00 hrs. (Local Time)</b> <b>Late submission will not be accepted.</b>

## **6. TERMS OF REFERENCE**

### **SCHOOL COUNSELLORS WORKING AT THE PSYCHO-SOCIAL SUPPORT HELPLINE OF MINISTRY EDUCATION**

#### **A. Background and purpose**

Similar to the global situation, Covid-19 pandemic has severe social and economic impacts on the Maldives as well. The pandemic has prolonged disruptions in the daily life which would in turn effect education of the nearly 80000 students enrolled in the education system. Children are a particularly vulnerable group in an emergency. The loss of stimulation, social interaction and learning which normally takes place at schools will have significant impact on the mental health and wellbeing of students. It is expected that there will be a rise in child protection and mental health issues which will have a direct impact on learning and increase the risk of disengagement and dropout from schools.

To address and reduce the social impacts of the pandemic, it is very important to make provisions for all students' to have access to mental health and psycho-social support. It is particularly important to have such pathways set up at schools and Ministry of Education to ensure that all students receive the help required early on.

Hence, the Ministry of Education is planning to establish a helpline through which students can seek help. In this regard Ministry of Education is looking for school counsellors who are interested in working at the helpline for students.

#### **B. Functioning of the helpline**

1. The helpline will only be used to provide psycho-social support to students and will not be used in emergencies. Any calls related to an emergency will be re-directed to the appropriate channels.
2. The helpline will function at the following time
  - Weekdays: 09:00hrs – 18:00hrs
  - Weekends: (including public holidays): 14:00hrs – 18:00hrs
3. The helpline will be managed by two counsellors at a time. An additional counsellor will be on backup to attend calls if required.
4. Counsellors who are interested will work at the helpline outside of their official session hours.

#### **C. Major tasks & responsibilities**

1. To attend to the calls of the helpline for students and provide brief psychosocial intervention.
2. To call back to all the students who left messages seeking for help at the helpline.
3. Must be available to take the calls of the helpline throughout the allocated time.
4. Make timely referrals according to policies and procedures of Ministry of Education.
5. Share the details of students who need further support with Educational Supervision and Quality Improvement Division.
6. Maintain notes of all the calls attended at the end of each day in the format provided.
7. Share information and communicate with Education Supervision and Quality Improvement Division.

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8. Seek help and guidance when necessary from Education Supervision and Quality Improvement Division.

**D. Duty station**

Counsellors will work remotely

**E. Supervisor**

Under the direct supervision of Educational Supervision and Quality Improvement Division (ESQID) of the Ministry of Education

**F. Estimated duration of the work**

The work will be assigned for an initial period of 3 months from signing of the contract.

**G. Qualifications and experience required**

1. Must have completed at least a diploma in counselling / psychology / social work or other relevant field.
2. Must be registered in Maldives Allied Health Council
3. Must be currently working as a school counsellor.
4. Must be well versed with child protection policies and procedures of Ministry of Education

**Note:** Level of qualification and years of experience working will be taken into account when selecting candidates.

**H. Remuneration**

A rate of MVR 150.00 per hour worked at the helpline

ANNEXES

**ANNEX A - FORMS**

**FORM 1 – Document Checklist**

#	BID DOCUMENTS	
1	Proposal Submission Form ( <b>Form 2</b> )	
2	Copy of National ID Card copy	
3	Copy of Maldives Allied Health Council registration certificate	
4	Curriculum Vitae (CV) of the Team ( <b>Form 3</b> )	
5	Accredited academic certificates	
6	Required experiences listed in TOR	

**FORM 2 – Proposal Submission Letter**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the psycho-social support for the students under helpline of the Ministry of Education in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. My Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

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**FORM 2 – Curriculum Vitae**

- 1. Name:**
- 2. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
- 6. Experience/ employment record** [*Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

- 7. Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of assignment: