



Anti-Corruption Commission



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Terms of Reference for Consulting Services

for

Development of Policies for Program Accreditation.

To hire a technical consultant (policy)

Ref No: 123-A/IUL/2023/40

07th June 2023

1. INTRODUCTION

The Anti-Corruption Commission of the Maldives (ACC) is an independent impartial constitutional body formed under the 2008 Constitution. The Commission was established on 16th of October 2008 with the ratification of the Anti-Corruption Commission Act 13/2008 (ACC Act) with the mandate of promoting integrity, preventing and combating corruption in all arms for state.

Hence, the Commission has the responsibility of promoting values of honesty and integrity in the operations of the state, and to promote public awareness of the costs and dangers of corruption, and conduct research on the prevention of corruption and to submit recommendations for improvement to relevant authorities regarding actions to be taken. The Commission's work is further challenged due to a lack of capable human resources for investigation and anti-corruption.

To fulfill these specific needs, the Anti-Corruption Commission registered a higher education training and research academy targeting to educate, research and train an integrous workforce and to ensure capacity building for areas such as corruption prevention, investigation, and prosecution.

Maldives National Anti-Corruption academy was registered on 2nd February 2023. MNACA has drafted a five-year strategic action plan to explain the strategic direction of it. It is further required to develop various policies to fulfill the academic programs accreditation process.

2. Objectives

Anti-Corruption Commission wishes to hire a technical consultant to develop policies required for MQA to approve the academic programs that are to be conducted by Maldives National Anti-Corruption Academy.

3. Scope of Work

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| Designation: | Technical Consultant – Policy |
| Duration: | 2 (two) months |
| Place of Work: | Own Convenience |
| Consultancy fee (1st half) | 50% completion with policy drafts – MVR25000/- |
| Consultancy fee (2nd half) | Submission of 100% completed policy with amendments requested by the Commission. – MVR25000/- |

Under the direct guidance and supervision of *Education and advocacy Unit*, the consultant must develop and deliver policies, including and not limited to the following;

- Review Literature and MQA guideline and propose work timeline.
- Hold a meeting with the departments concerned in the ACC and collect the information needed for policy draft.
- Submit the policies draft.
- Conduct validation for the developed policy with the ACC.
- Consolidate and compile the policy and submit the final draft.

4. DELIVERABLES

The consultant must deliver all the policies written below.

- Institutional capacity and management
- Instruction and academic staffing
- General student assessment policies and procedures
- Student withdrawal
- Admission requirements
- Advanced standing
- Program description
- E-learning readiness – if delivered through e-learning or blended
- Learning outcomes and level descriptors
- Program summary
- Module Outline

5. Conflict of Interest declaration

Any party submitting to the tender must make a formal (written) Declaration of Conflict of Interest in the event of any such existence. This involves having a close relative or a close associate working in the preparation, selection and supervision of the contract.

6. Skills & Expertise

The consultant can be either an individual or a consultancy firm. The consultant or the team must be led by an individual with the following qualifications and experiences. Minimum undergraduate degree in social sciences (including planning, development, policy, or in any other related field).

- Minimum five years of experience in Policy Making and/or Project Management.
- Must be result-oriented, a team player, and exhibit a high level of integrity.
- Attention to details and proven ability to work independently and effectively with minimum supervision.

- Excellent verbal and written communication skills in English and Dhivehi. English language is essential.
- Excellent writing skills including the ability to prepare concise reports and policies.

7. Time Span

The duration of the Consultancy is 02 (two) months from the contract signing date.

8. Institutional Arrangements

The Technical Assistance Provider is to work along with the education and advocacy team of the Commission. The Commission will provide guidance and technical feedback on developing the policies and will monitor the development of the policies.

9. Intellectual Property

The Technical Assistance Provider shall not use any intellectual property of the Commission without the prior approval of the Commission. The final deliverables will become a product of the Anti-Corruption Commission.

10. Application Process

Interested and qualified applicants should submit their applications (in English or Dhivehi) on before the deadline with the following documents.

1. Proposal (with Detailed Curriculum Vitae(s))
2. Reference Letter(s) – minimum 03 Letters (from similar consultancies undertaken)
3. Timeline for the scope of work and deliverables, not exceeding 8 weeks.
4. Tax clearance report (for firms and SP's) (Document date should fall within the last 3 months of tender date)
5. GST registration certificate copy (for those required to pay GST)
6. Business registration certificate copy (for firms and SP's)

* The **page numbers** and **total number of pages** should be indicated on **each page of the proposal**.

* The proposal shall be **sealed in the envelope** and must be **addressed to Anti-Corruption commission** with the **announcement number**

11. Evaluation Criteria

The parties who get 35% and above (in Technical Proposal, Experience & Qualification(Combined)) will be qualified for interview.

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|--------------------|------|
| Technical Proposal | 20% |
| Experience | 30% |
| Interview | 30 % |
| Qualification | 20% |

Evaluation Criteria Detail

| Adequacy and the competence of key personnel proposed for the Project | Point | Score |
|--|-------------|-------|
| Section 1. TECHNICAL EVALUATION 100% | | |
| To qualify, the candidate must obtain a minimum of 50% out of the total allocated to this section. | | |
| Technical Proposal 20% | | |
| This section will be assessed based on the Technical Proposal submitted by the candidate. | | |
| Addressing Requirement (10%) Addressing Scope and Deliverables (10%) | 20% | |
| Experience 30% | | |
| This section will be assessed based on submitted documents that indicate experience. | | |
| Academic institutional management experience (10 %) Strategy, policy development, or related area work experience (20%) | 30% | |
| Interview 30% | | |
| This section will be assessed based on interview | | |
| Qualification 20% | | |
| This section will be assessed based on academic qualifications | | |
| Relevant Undergraduate degree (10%) Relevant Postgraduate degree (10%) | 20% | |
| TOTAL | 100% | |