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**Terms of Reference and Scope of Services**  
**FOR**  
**Consultant to Amend Existing programs of**  
**Maldives Polytechnic**

**1. Background**

Maldives Polytechnic is the leading Technical and Vocational Education Provider in Maldives. Our aim is to pump qualified and skilled students to the Technical and Vocational Industry to boost the economy.

Hence, numerous reviews identify the imbalance between current curriculum and labor market need in accordance with development of industries. Therefore, Maldives Polytechnic takes initiative to review the curriculum of Certificate III and Certificate IV programs in multiple disciplines, in general aim of enhancing quality of training programs it provides and supply sound workforce to the industries.

The project comprises on following two components.

**Component 1: Identify the gap between current curriculum and industrial needs:**

*1.1: Labor-market assessment and analysis for demand driven skills identification*

*1.2: Review of technical skill development to achieve entrepreneurship outcome in the development of economy.*

**Component 2: Amend on campus and eLearning curriculum align with industrial needs:**

*2.1: Conduct a technical review of the curriculums with the technical team of the Polytechnic, in order to add new teaching objectives.*

*2.2: Amend the curriculums with teaching guidelines following the outlines provided by the faculties in line with industrial needs.*

*2.3: Develop assessment tools to evaluate students` progress to enhance their learning outcomes.*

*2.4: Train lectures on all amended curriculums (syllabus, teaching content and evaluation tools) appropriate the proposes target*

## **2. Objectives**

Objectives for the amendment of curriculums are;

- To cater the needs of industries.
- To provide students sound knowledge on current changes of industries workmanship.
- To supply productive and high standard employees to the different industries.
- Maintain standard of institute as leading technical and vocational training provider.

## **3. Scope of Services**

- The scope of work for the assignment will include situation analysis of the industries, analysis of training needs and development of course modules for the courses prescribed in the objectives.
- To amend programs` structure, outline and writing full course module contents for the courses at Maldives Polytechnic.
- Review of existing regulatory instruments related to industries such as Acts, Codes, Standards, Regulations, Guidelines, etc.
- Identifying important areas to be touched during the amendment of the curriculum.
- Carry out a stakeholder analysis to identify the important areas to be covered in the course implementation.
- Incorporating the contents and amendments proposed by the client or stakeholders
- Compilation of key findings based on review of existing regulatory instruments, key areas of training needs and existing procedures involved in related fields.
- Prepare the component list required for the laboratory purpose with detailed specifications.
- Conducting a stakeholder meeting to finalize the overall structure for the courses.
- Produce well-written and comprehensive report on the implementation of the amended courses.

## **4. Approach**

This work will be in the form of a fully-fledged structure program. The consultant will be expected to consult with polytechnic staff. Material collected will be reformatted where necessary for publication.

## **5. Deliverables**

1. Amend programs` structure, outline and writing full program module contents according to the review.
2. Component list required for the workshop purpose with detailed specifications.
3. Provide training to faculties on all amended curriculums.
4. Implementation chart with comprehensive report.

## 6. Desired Candidates' / companies Qualifications and Experience

Applications are expected from suitably qualified individual consultants satisfying the following requirements;

<b><i>Specific Experience</i></b>	<ul style="list-style-type: none"> <li>• Experience in working in complex environments.</li> </ul>
	<ul style="list-style-type: none"> <li>• Two years' experience in education curriculum development (teaching / learning materials development, design program structure and quality assurance process) in accordance with the industry standards.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience or familiarity with Technical and Vocational education.</li> </ul>
<b><i>General experience</i></b>	<ul style="list-style-type: none"> <li>• Minimum 2 or more years of professional experience at national or international levels in the relevant fields, especially in preparation of related programs technical documentation.</li> </ul>
<b><i>Education</i></b>	<ul style="list-style-type: none"> <li>• Must have a Bachelor's Degree qualification in a relevant field.</li> </ul>
<b><i>Other Skills</i></b>	<ul style="list-style-type: none"> <li>• Additional relevant professional trainings and courses are an asset.</li> </ul>
	<ul style="list-style-type: none"> <li>• Have professional Microsoft Word, Excel and PowerPoint skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of the rules, procedures and regulations would be an asset.</li> </ul>

## 7. Selection Criteria

<b>Selection Criteria</b>	<b>Weightage (%)</b>
Relevant academic qualification(s)	50
Experience in similar works/ assignments	30
Interpersonal skills and presentation (will be assessed during personnel interview.	20

## 8. Institutional Arrangements:

Consultant will work at their own workplace however, the consultant must attend all relevant meetings arranged by the Maldives Polytechnic, Ministry of Higher Education.

The Consultant will report to the academic director of Maldives Polytechnic.

## 9. Project Timelines

<i>Time frame</i>	<i>Consultant's Deliverables</i>
Ten days after signing of the contract	Submits to Maldives polytechnic an inception note including the conceptualization, work plan for the assignment.
12 weeks after signing of the contract	Submits to Maldives Polytechnic programs` structure, outline and module contents for the existing programs, Component list required for the workshop purpose and a comprehensive report on the research activities to implement the course with cost estimation and detailed specifications.
Within two weeks after receiving the first draft	Maldives polytechnic reviews and provides comments on the documents submitted.
14 weeks after signing of contract	Submit all the amended curriculums in alignment with the latest guidelines of MQA and with adjustments based on the feedback from Maldives Polytechnic.

## 10. Duration of services and terms of payment:

The service is for a period of working 5 months.

The consultant will be hired as a specialist/consultant and will be paid MVR 120,000 upon completion of the outputs specified in the TOR and the contract.

## 11. Terms of Payment:

### Payment Schedule

Payments (in %)	Details
1 <sup>st</sup> Payment 10%	Upon submitting work schedule.
2 <sup>nd</sup> Payment 30%	After the submission of the first draft for programs structure, outline and module contents and Component list required for the workshop purpose with detailed specifications along with the comprehensive report.
3 <sup>rd</sup> and Final Payment (60%)	After submission of the final documents with adjustments based on the feedback from the Maldives Polytechnic.

## 12. Submission

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

### Maldives Polytechnic

Rehendhee Hindgun, 20364

Contact: +9603305404

[hr@polytechnic.edu.mv](mailto:hr@polytechnic.edu.mv)