



**MINISTRY OF GENDER, FAMILY AND SOCIAL SERVICES
REPUBLIC OF MALDIVES**

**Terms of Reference for a Consultancy Firm for Developing Online
Training Content for the Ministry of Gender, Family and Social Services**

1. Background

Ministry of Gender, Family and Social Services (MoGFSS) currently employs about 800 staff and a 2/3 of it resides in offices/institutions/centers, out of Male' City and in other atolls. The provision of training to engage staff, upskill and re-skill them, and for continued professional development have always remained a challenge due to the limitations of reaching staff when conducting the training physically. As a solution, the Ministry intends to utilize an Online Learning Management System to provide a platform for online learnings and to launch this initiative in the name of 'Gender Learning Assessment and Development Academy' (GLAD Academy). The Ministry has also formulated a committee to work with the consultancy firm and other relevant staff to initiate and roll out the establishment of GLAD Academy. The Ministry's present requirement is to develop three (3) modules including the most crucial training including onboarding and staff induction program.

Working with the 'GLAD Academy Initiation Committee,' the consultancy firm will be responsible for developing training documents, materials, and resources to support the Ministry's learning assessment and staff development agenda. The consultancy firm will drive, produce, and manage the development of some of the Ministry's technical and administrative pedagogical content and modules in written and visual formats for dissemination in print and online. The consultancy firm will also be expected to collaborate with members of the 'GLAD Academy Initiation Committee' and head of departments/sections of the Ministry to ensure that sector training priorities are delivered effectively regarding sound pedagogy, best practice, and training policies.

2. Scope of work

The firm will be responsible for undertaking the following tasks related to online training content development of MoGFSS;

2.1 Conduct a “GAP” analysis to understand the training need and provide a time frame

- The firm is expected to understand MoGFSS staff development needs and present system for training and its implications for the MoGFSS work and plan to disseminate in meaningful manner.
- The firm is expected to coordinate with GLAD Academy Initiation Committee and Permanent Secretary, within 15 days (including holidays) from signing the contract and present a detailed time frame to carry forward the tasks.

2.2 Develop online training modules in accordance with the need of MoGFSS

- The firm is expected to develop and disseminate 3 modules by 90 days from the date of commencement.
- The firm is expected to develop these 3 training modules initially, based on the GAP analysis and training priorities, with a provision of additional module development, if the MoGFSS decides on it during the contract period.
- The firm should lead, manage, and produce pedagogical content for training modules in relevant formats (for example written, graphical, audio, video).
- The firm should design, develop, test, and evaluate content developed for facilitator led training, blended, and online learning in partnership with a facilitators/head of departments/sections.
- The firm should ensure the contents are effective and should develop exercises, questions, quizzes, etc., for each module.

2.3 Conduct training for specified staff within MoGFSS

- Train a group of specified staff (as decided by Permanent Secretary /MoGFSS) for online content and assessment tools development for future modules.
- The training should be conducted and assessed within 30 days from the date of module development.

2.4 Feedback/ evaluation

- Provide comprehensive written reports and feedback after meetings.
- Conduct an evaluation on effectiveness of online training modules developed and present a report to Senior Management Team of Ministry before end of the contract.

3. Deliverables and Payment Schedule

#	Deliverable	Payment %
1	Conduct a “GAP” analysis to understand the training need and provide a time frame	25
2	Develop online training modules in accordance with the need of MoGFSS	35
3	Conduct training for a specified staff within MoGFSS	30
4	Feedback and Evaluation	10

4. Timeframe and Reporting Requirements

The project is expected to last for 6 months.

The Firm shall report to the Permanent Secretary of MoGFSS.

5. Requirement of the Firm

- Minimum three (3) years of proven experience in undertaking academic consultancy and/or training content development projects in the public service of the Maldives.
- Minimum of 2 (two) successfully completed projects related to academic/training content development for the public service of the Maldives.

The firm is expected to provide references and documented proof that it meets the above requirements.

6. Required Expertise of the Consultants

The firm is expected to propose a core team comprising 1 team leader and a minimum of 1 senior expert in the academic field. The firm may also propose additional experts, if required. The core team (i.e., team leader and all senior experts) are expected to demonstrate knowledge and understanding of the related fields for successful undertaking of the tasks identified in the TOR.

The core team (i.e., team leader and all senior experts) are expected to meet the following core requirements.

- A minimum postgraduate degree in the academic field directly relevant for this assignment and for their specific role in the team.
- A minimum of two (2) years of relevant work experience relevant for this assignment and for their specific role in the team.
- Good documentation skills.
- Ability to work in a team.
- Experience in training staff/ people in such programs.

7. Copyright

- Copyright of the online training modules prepared by the consultancy firm under this contract will be reserved by MoGFSS.
- Any part of the online training modules cannot be shared or sold or reproduced in any manner without the prior written approval of MoGFSS.

8. Termination of the contract

- MoGFSS reserves the right to terminate the contract in case of failure to meet the quality of work / complete the deliverables and on time given by the consultancy firm.
- Further details will be included in the agreement.

9. Required Documents

9.1. Firm

- Experience letter from previous projects (firm and Team members)
- Firm profile
- Quotation with break down price and minimum of 60 days validity
- Firm registration
- Tax clearance
- GST registration

9.2 Firm team members

- Certificates attested and accredited (If certificates is from abroad college)
- NID or Passport copies
- CV

10. Marks Allocation

- Price – 40 (submitted lowest price / submitted price x 40)
- Experience – (Total 60)
 - Marks are being allocated for experience as follows
 - Firm/Individual member team capabilities/competencies – 20 marks
 - Experience in developing online training modules – 25 marks
 - Experience in conduction online/physical training sessions – 15 marks