



**Ministry of Higher Education
Republic of Maldives**

TERMS OF REFERENCE AND SCOPE OF SERVICES

For

**International and National Consultant to Develop Curricula and Instructional
Materials.**

(Procurement Ref: (IUL)475-Admin/475/2023/128)

1. Background:

The Strategic Action Plan of Government of Maldives (GoM) has a target of establishing specialized Higher Education and Training Institutes based on job market demand and **regional strengths** and to establish state-of-the-art TVET training institutions. The Master plan for Higher Education by Government of Maldives (GoM) has a policy extending equitable access to Higher Education. Main objective of the government's initiative is to establish state-of-the-art TVET Institutes, Junior Colleges and Polytechnic to attract youth for skills programs, to develop a skilled workforce by offering industry driven courses with modern facilities and resources. Correspondently, Ministry of Higher Education is currently developing two state-of-the-art Technical and Vocational Education and Training (TVET) Centers. These are multi-disciplinary institutes equipped with modern labs and training facilities that are tailored to integrate industry driven skills with contemporary, innovative and state-of-the-art in-house learning experiences. These institutes will offer standardized courses related to priority areas and target groups at different levels with qualifications ranging from Certificate-I to Advanced Diploma (MNQF level 1 to 6)

2. Objective:

The objective of this assignment is to develop Curriculum and instructional materials needed for the Haa Alif Atoll Technical Institute (Dhidhdhoo Junior College), Raa Atoll Technical Institute (Alifushi TVET Center)

3. Scope of Services:

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

- Design and implement proper methodology to conduct this assignment.
- Conduct a full “Curriculum Mapping” as an essential part of program curriculum development.
- Develop and design the following courses in program accreditation document as per the Maldives Qualifications Authority’s “Program Accreditation Guideline”.
- Separate quotation shall be submitted for each lot.

LOT – 1	1- Certificate 4 in Fish Processing and Quality Control (MNQF L4) 2- Diploma in Fish Processing and Quality Control (MNQF L5)
LOT - 2	Diploma in Office Administration
LOT - 3	Diploma in Biotechnology
LOT - 4	1- Certificate 3 in Fiber Glass Boat building (MNQF L3) 2- Certificate 4 in Fiber Glass Boat Building (MNQF L4) 3- Diploma in Fiber Glass Boat Building (MNQF L5)
LOT - 5	Diploma in Naval Architecture (MNQF L5)

- Develop the course syllabi that should include: the course modules, course topics, objectives, outcomes, plans, and schedule for developed courses. The course syllabi should also report the practical part of the course (e.g. lab work) along with its outcomes and relationship with the theoretical part.
- Suggest a list of books and references needed to enrich the developed courses.
- Provide external learning material that may include presentation slides, video lectures, and/or online resources for the theoretical and practical parts of the developed courses.
- Develop an instructor guide for the developed courses.
- Define assessment techniques to be integrated into the courses.
- Provide a list of machineries and equipment, apparatus and chemicals and other materials/raw-materials with their full specifications, needed to operationalize a state-of-the-art TVET laboratory for the lot 1,3,4 and 5.

4. Project Deliverables and Remuneration:

- **Deliverable 1** – Upon submission and acceptance of Inception Report (Within 7 days of contract signing)

- **Deliverable 2** – Upon submission (MS Word files) and acceptance of all completed curricular and syllabi, teaching materials, written assessment methodologies, a list of books and external resources and a list of equipment and machinery for the following programs:
 - Certificate 4 in Fish Processing and Quality Control (MNQF L4)
 - Diploma in Fish Processing and Quality Control (MNQF L5)
 - Diploma in Office Administration
 - Diploma in Biotechnology
 - Certificate 3 in Fiber Glass Boat building (MNQF L3)
 - Certificate 4 in Fiber Glass Boat Building (MNQF L4)
 - Diploma in Naval Architecture (MNQF L5)
- **Deliverable 3** – Upon submission (MS Word files and 02 printed copies) and acceptance of final documents of all the documents stated in deliverable 2.

5. Shortlisting Criteria:

5.1. MARKING CRITERIA

#	Category	Element or detailed breakdown		Element weightage (%)
1		Price		50
2		<ul style="list-style-type: none"> • Must have a Master's degree in the relevant field *In case of a FIRM, the Developer Must have a Master's Degree in the relevant field 		20
3	Experience gained in the field (Individual)	a	Minimum 1 year of curricula/Syllabus or standards development	05
		b	2 to 3 years of curricula/Syllabus or standards development	10
		c	4 or more years of curricula/Syllabus or standards development	15
3	Experience gained in the field (Firm)	a	Minimum 1 Curricula/Syllabus or standards developed	05
		b	2 to 3 Curricula/Syllabus or standards developed	10
		c	4 or more Curricula/Syllabus or standards developed	15

- *Experience Points will be given for the completion letters submitted (For Firms)*
- *Experience Points will be given based on proof of experience with duration (For Individuals)*