



MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT (MEERY: P163818)

Ministry of Higher Education
Republic of Maldives

TERMS OF REFERENCE

For

Consulting Firm or Institute to Develop National Competency Standards with Logbooks, Curricula, Learning Materials and Assessment Resource Books (Tourism Sector)

(Procurement Ref : MV-MOHE-374862-CS-CQS)

1. Background:

The Government of Maldives (GoM) is implementing the “Maldives: Enhancing Employability and Resilience of Youth (MEERY)” Project. The project is funded by the World Bank and the objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee co-chaired by the MoHE and the Ministry of Economic Development (MED). The project comprises of three components and a Contingent Emergency Component. The three primary components are:

Component 1: Fostering skills development and entrepreneurship in priority sectors (Tourism & Construction and ICT-related Services Sectors through four sub-components: *1.1: Labor-market assessment and analysis for demand driven skills identification*

1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum

1.3: Face-to-Face Skills Delivery.

1.4: Support for Entrepreneurship Development.

Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

2.1: Strategy Development, Strengthening and Diversifying skills development programs.

2.2: IT infrastructure for skills development and jobs platform.

2.3: Career hubs for education-industry linkages.

Component 3: Project Coordination, Monitoring and Evaluation

The Project Management Unit (PMU) of the MoHE, in charge of implementing the project and is looking for a qualified Education and Training Consulting Firm or Institute to carry out this assignment.

2. Overview:

Several aspects of the Maldives’ recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided / collided with the rapid growth in low-skill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to:

- (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment)

- or who are from the most vulnerable segments of the population; and
- (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

3. Introduction of the Assignment:

Maldives National Skills Development Authority (MNSDA) has established 6 Employment Sector Councils (ESCs) to identify priority skills needed areas in each sector and to set National Competency Standards (NCS). These ESCs are in Construction, Transport, Fisheries and Agriculture, Social, Tourism and ICT.

The MEERY project is financing skills development and entrepreneurship in priority sectors such as Fisheries & Agriculture, Tourism, ICT and Construction related tourism, and MEERY wishes to recruit an Educational and Training Consulting Firm or Institute that has the capacity and resources to develop National Competency Standards with Logbooks, Curricula, Learning Materials and Assessment Resource Books.

4. Objective:

The objective of this assignment is to develop National Competency Standards with Logbooks, Curricula, Learning Materials and Assessment Resource Books for the identified areas in Table 1.1

5. Scope of Services:

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

- The Consulting Firm or Institute would be facilitating MNSDA in developing National Competency Standards with Logbooks, Curricula, Learning Materials and Assessment Resource Books for the 14 different occupations identified in Table 1.1.
- The Consulting Firm or Institute must refer to International Labor Organization (ILO)'s Standards for developing National Competency Standards and related training materials.
- To develop the National Competency Standards with Logbooks, Curricula, Learning Materials and Assessment Resource Books as per instructions/to the formats from MNSDA with the guidance from Technical Panels (TPs) formed by MNSDA. In this regard, MNSDA shall provide a priority list of NCS.
- Once the NCS draft is finalized by MNSDA with guidance from the TP, the NCS will be shared with the relevant ESC formed by MNSDA for endorsement.
- The Consulting Firm or Institute is responsible to fully participate in all the TPs and ESC meetings to bring the necessary changes recommended by the members along with the meeting minutes.
- Curricula, Learning Materials, Assessment Resource Book and log book need to be developed based on the endorsed NCSs, to the course document format provided by MNSDA, and the documents need to be presented to the related TP for approval.
- The Consulting Firm or Institute is responsible to finalize the documents according to the final comments from the TP, ESC members and MNSDA.
- The Consulting Firm or Institute is also responsible to obtain approval from MNSDA, before submitting the final document.
- Soft copies of the final documents (MS Word and PDF) of NCS, Logbooks, Curricula, Learning Materials, and Assessment Resource Books) need to be shared with MNSDA after proofreading and formatting the documents to the given format.

LIST OF PROPOSED QUALIFICATIONS FOR DEVELOPMENT OF NATIONAL COMPETENCY STANDARDS WITH LOGBOOKS, CURRICULA, LEARNING MATERIALS & ASSESSMENT RESOURCE BOOKS

#	ES	Title
1	Tourism	National Certificate IV in Sports Coaching
2	Tourism	National Certificate III in Procurement and Logistic Operations
3	Tourism	National Certificate III in Youth Development and Management
4	Tourism	National Certificate III in Care Worker
5	Tourism	National Certificate III in Waste Management
6	Tourism	National Certificate IV in Entrepreneurship
7	Tourism	National Certificate IV in Basic Principals of Hazard Analysis and Critical Control Points (HACCP)
8	Tourism	National Certificate IV in Hospitality Supervision
9	Tourism	National Diploma in Housekeeping Management
10	Tourism	National Diploma in Food and Beverage Service Management
11	Tourism	National Diploma in Pastry and Bakery Management
12	Tourism	National Diploma in Commercial Cookery Management
13	Tourism	National Diploma in Lifeguarding
14	Tourism	National Certificate III in Kids Club Training

Table 1: Proposed New National Competency Standards

6. Project Deliverables and Remuneration:

- **Deliverable 1** – Upon submission and acceptance of Inception Report (Within 20 days of contract signing) – 5%
- **Deliverable 2** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the 07 completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks, as per MNSDA’s instructions in order to be agreed with MNSDA – 35%.
- **Deliverable 3** – Upon approval of the 07 Curricula from the MQA and endorsement by MNSDA – 10%.
- **Deliverable 4** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the remaining 07 completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks, as per MNSDA’s instructions in order to be agreed with MNSDA – 30%.

- **Deliverable 5** – Upon approval of the remaining 07 Curricula from the MQA and endorsement by MNSDA – 10%.
- **Deliverable 6** – Upon solving any remaining issues identified in any submitted document – 10%

7. Selection Criteria:

Selection will be made based on Consultant Quality Based Selection (CQS) method set out in the World Bank Procurement Regulations for IPF Borrowers' Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018.

The Consulting Firm/ Institute:

#	Criteria	Points
1	Must be a registered and operating Educational / Skills Training Consultancy firm or an Institute providing similar services in the country of registration (Please provide Valid Firm / Institute Registration Certificate).	50
2	Experience in curricula or standards development:	50
	<i>*Maximum points to be given is 50.</i>	
	<i>*Maximum points will be given to the party who submits documentation for most number of relevant projects completed.</i>	
	<i>*There is no limit for submission.</i>	
	<i>*Documents can be completion letters, completion certificates or other similar documents.</i>	
	Total Points	100

All interested parties must submit validated documentary evidence to support the above criteria. Based on the above criteria, only **ONE** firm or institute will be invited to submit the Technical and Financial Proposal (whereby more information will be requested).

Key Staff:

In order to successfully carry out the consultancy services listed above, the Consulting Firm or the Institute must dedicate the following staff or associates throughout the term of the consultancy with the following qualifications and experience.

#	<u>Key Staff Title</u>	<u>Number Required</u>	<u>Academic Qualification</u>	<u>Experience</u>
1	Team Leader	1	Master's Degree in Business Administration / Human Resource Management or a related area.	3 years or more experience in related field.
2	Associate	1	Master's degree in Business Administration or related area.	2 years' experience in related field.
3	Associate	1	Master's degree in Sports or a related area.	2 years' experience in related field.

4	Associate	1	Master's degree in Water sports or a related area.	2 years' experience in related field.
5	Associate	1	Master's degree in Environmental Management or a related area.	2 years' experience in related field.
6	Associate	1	Master's degree in Hospitality Management or Tourism or a related area.	2 years' experience in related field.
7	Administrative Coordinator	1	Bachelor's degree in Administration / Management or a related field.	2 years' experience in related field.
8	Administrative Support Staff	3	Advance Certificate and above in any field	1 year working experience

Other Key Staff Competencies:

- All personnel employed for this project must be fluent in spoken and written English.
- The Consulting Firm or Institute must submit an Organogram with details of assignment for each staff or associate.
- Only the key staff stated in the above table will be evaluated. However, the Firm is encouraged to bringing in additional experts to augment the technical assistance outside of the above stated in the table, depending on the need of the specific task or trade.

8. Duration of services

The Consulting Firm or Institute must complete the assigned work within **7 Months** of contract signing.

9. Institutional Arrangements:

Consulting Firm or Institute will carry out all works at their own workplace. However, the representatives from the Consulting Firm or Institute must arrange and attend (physically whenever possible) all the relevant meetings arranged by MNSDA. The Consulting Firm or Institute's Administrative Coordinator and the administrative staff must coordinate and arrange all administrative work for TPs including writing minutes of meetings as per formats provided by MNSDA.

10. Confidentiality, Ethics and Conflict of Interest

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultant shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.