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

Ministry of Higher Education

Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

For

Consultant for Assessor Training for the Maldives National Skills Development Authority (MNSDA)

(Procurement Ref: MV-MOHE-210932-CS-INDV)

1. Background

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.

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. 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. Administered by the Ministry of Higher Education (MoHE) and Ministry of Economic Development (MED), with a Project Steering Committee that is co-chaired by the MoHE and the Ministry of Economic Development. The project comprises 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

2. Objectives of the Assignment

The objective of this assignment is to strengthen the capabilities assessors through the implementation of various initiatives. These initiatives include organizing workshops for key stakeholders, creating a comprehensive Training of Trainers (ToT) Manual, and establishing a work plan for the ToT program for Assessors. The assignment also involves coordinating and executing the launching event for National Assessors Training, as well as offering support in developing a standardized documentation set known as the National Assessor Training Manual, which will serve as a guide for conducting national assessments. Furthermore, the assignment aims to identify and coordinate the necessary activities to accomplish the objectives outlined in the Assessor Training Plan, while also assessing the requirements and physical resources needed for the successful implementation of the plan.

3. Scope of Services

PART A: Development of TOT Manual

- 3.1 Develop a plan and a set of documents to hold a key stakeholder workshop to determine the requirements and the scope of the ToT manual.
- 3.2 Conduct a key stakeholders' workshop for requirements of the ToT Manual.
- 3.3 Collect all the required inputs and information from the workshop attendees to ensure the ToT manual meets the current and foreseeable future requirements of the assessor training needs.
- 3.4 Develop TOT manual and the TOT work plan as per the agreed outline.
- 3.5 Develop a TOT handbook with audio visuals.

PART B: Development of Assessor Training Plan

- 3.6 Formulate Assessor Training Plan under the guidance from the MNSDA's team.
- 3.7 Finalize the scope of the ToT program for National Assessor training under the guidance from the MNSDA's team.
- 3.8 Submit all the materials including the presentation needed for the assessor training to the MNSDA.

PART C: Launch of the National Assessor Training Plan

- 3.9 Develop a plan and a set of documents to hold the launching event of the National Assessor Training Plan.
- 3.10 Finalize the plan including but not limited to the program of activities, schedules, invitees etc. in consultation with the team MNSDA.
- 3.11 Prepare a PowerPoint presentation to introduce the manual.
- 3.12 Coordinate with the MNSDA and PMU in conducting the launching event of the National Assessor Training Plan.
- 3.13 Present the ToT manual and the ToT handbook at the launching event for the National Assessor Training Plan.
- 3.14 Conduct the ToT workshop after the launching event for the National Assessor Training Plan.

- 3.15 Ensure all activities outlined in the initial plan and program of activities have been conducted diligently and as per plan.

4. Project Deliverables and Remuneration:

Deliverables	Timeline	Payment
Deliverable 1: Submission and acceptance of the inception report	Within 10-15 days of contract signing	5%
Deliverable 2: Submission and acceptance of and National Assessor Training Plan and ToT manual	Within 30-60 days of contract signing	40%
Deliverable 3: Submission of all the materials including the presentation needed for the assessor training to MNSDA	Within 90 days of contract signing	15%
Deliverable 4: Launching of the National Assessor Training Plan	Within 120 days of contract signing	20%
Deliverable 5: Conduct assessors training workshop	Within 170 days of contract signing	20%

5. Required Qualification and Experience

- Minimum Master's Degree in Education, Vocational education. or a related field.
- Minimum 08 years of experience working in Education, Vocational education, or a related field.
- Must be a Maldivian citizen.

6. Other Competencies

- Experience in Education, teaching materials development / review, Project Management, Project Implementation, conducting training programs.
- Understand Maldives governmental and non-governmental organizations and private sector.
- Have good research and written communication skills, and the ability to prepare high quality reports in English and Dhivehi.
- Willing to learn and grow, and is motivated to take on additional tasks.
- Self-directed and able to work independently
- Ability to multi-task in a fast-paced environment.
- Proficient in computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Ability to analyze and evaluate developments in the TVET ecosystem.
- Ability to communicate both in Dhivehi and English effectively (in both oral and written contexts)
- Good presentation skills, including ability to persuade and to negotiate.
- Seamless ability to work in a team, and to lead a team.
- Excellent time-management and organizational skills.

7. Institutional Arrangements and Reporting

- The consultant will be reporting directly to the MNSDA.
- The Consultant is required to submit progress report with details of work in progress weekly or as and when required

8. Duration of Consultancy Service

- The objectives of this consultancy must be achieved within **6 months** from date of signing.
- The consultant is required to submit a detailed schedule with deliverables and milestones clearly marked-out in the Inception Report.
- Poor performance could lead to termination of the contract.

9. Terms of Payment

The consultant will be hired under the project and will be paid in accordance with the approved financial proposal upon completion of the outputs specified in the TOR and the contract.

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 confidentiality 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.