

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development  
Male',  
Republic of Maldives

**Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)**

**P163818**

**Term of Reference**

**for**

**Consultancy to Develop Training Materials and Training of Career Guidance  
Counsellors**

**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. The project is being jointly administered by the Ministry of Higher Education (MoHE) and Ministry of Economic Development (MoED), with a Project Steering Committee that is co-chaired by the MoHE and the MoED.

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 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.*



-2-

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

In order to grasp the prevailing employment landscape and create a viable and enduring career counseling service in the Maldives, a consultancy study was conducted. The purpose was to introduce a cost-effective structure and strategies that would effectively connect job seekers with employers and guide them throughout their careers. The feasibility study carried out for this purpose, aimed at establishing career hubs and an online platform, led to the recommendation of an alternative approach. This approach involves training and enlisting career guidance counselors within the country and integrating a dedicated portal for these counselors to oversee the provision of services.

Career guidance counselling is based on ensuring learners are comfortable about their career paths, knowing their strengths, weaknesses, preferences, analyzing their abilities and enlightening them towards the right career path. This also includes assisting parents and making them understand their child's requirements, wishes, and abilities to pursue a career. Parents do also seek trained professionals who have sufficient and adequate knowledge about career options.

The objective of this assignment is to enhance the efficiency and expertise of career guidance providers within the nation, while also furnishing them with aptitude in career counseling. With the purpose of attaining this objective, we are inviting proposals from consultants who possess the requisite qualifications and experience. Their role will be to formulate and create an extensive training program for career counseling, and subsequently, to provide training to career guidance providers employed across diverse educational establishments and career centers.

## **2. Objective of the Assignment**

The primary objectives of the consultancy are as follows:

- a) To develop a comprehensive training program and training materials that equips career guidance counsellors with essential skills, knowledge, and best practices in career counselling, which fits into MNQF Level 1 qualification with 10 credits (3 weeks full-time).
- b) To enhance the capacity of career guidance counsellors to provide personalized guidance and support to individuals exploring career options.
- c) To strengthen the counsellors' ability to utilize various career assessment tools and resources effectively.
- d) To ensure that the training program aligns with MQA and international standards and best practices in career counselling.



### **3. Scope of Work**

Under the direct supervision of an assigned staff member from the Ministry, the consultant is expected to carry out the following duties and responsibilities for two components of this assignment:

#### **COMPONENT 1**

*3.1 Conduct a training needs assessment of existing school counsellors or senior academics and available career guidance service providers in the country.*

- a. Analyze the current skill level, strengths, and areas for improvement of career guidance counsellors through interviews, surveys, and other appropriate methods.

*3.2 Design & develop an extensive training curriculum that fits in with the MNQF Level 1 qualification requirement to train and improve the skillset of the existing school counsellors or senior academics.*

- a. The training program must cover the various aspects of career counselling, including but not limited to career exploration, goal setting, resume writing, interview skills, lifelong learning, and networking through the National Career Guidance Portal.
- b. Prepare training materials: Develop engaging and interactive training materials, including presentations, handouts, case studies, and activities.
- c. Develop Evaluation & Assessment tools including evaluation and monitoring tools for pre-completion and post-completion of the training program to assess the effectiveness of the training program and the counsellors' progress.
- d. A certified certificate to be issued after successfully completing the course endorsed and recognized by the Maldives Qualification Authority.

#### **COMPONENT 2**

*3.3 Deliver training sessions for the trainer.*

- a. Conduct training of the trainers' sessions to equip internal trainers with the necessary skills and knowledge to deliver the training program effectively.

*3.4 Pilot the training program.*

- a. Implement a pilot session of the training program with a select group of career guidance service providers to gather feedback and make necessary improvements.
- b. Documentation report at the end of the program comprising the salient features of the training activity under this program, suggestions and recommendations emerging from the participants.
- c. An analytical note of the evaluation sheet (pre-evaluation and post evaluation) submitted by the participant.

*3.5 Finalize the training program.*

- a. Refine and finalize the career guidance training program based on the feedback from the pilot session.



#### 4. Deliverables & Timeline

Deliverables		Timeline
<b>COMPONENT 1</b>		
1	<u>Inception Report</u> - Discuss and finalize work plan on how the training will be provided across the nation  - Deliver an inception report along with finalized work plan and any minutes of meetings with ministry.	2 Weeks
2	<u>Needs Assessment Report</u>  A comprehensive report outlining the findings of the needs assessment of existing school counsellors & senior academics towards career guidance service provision.	3 weeks
3	<u>Training Curriculum, training materials &amp; assessment tools</u>  - A detailed training curriculum with session plans and objectives. - Engaging and interactive training materials in digital format. - Evaluation methods and tools to measure the impact of the training program.  Drafted as per guidelines of MQA for review by the ministry or any other party assigned by the ministry	4 weeks
4	<u>Final training manuals</u> - Address any changes required by the ministry and finalize training manuals ready to be submitted to MQA for approval.	2 weeks
5	<u>MQA Approval</u>  - Any changes required by MQA to any documents submitted to MQA to be addressed and revised by the consultant.	-
<b>COMPONENT 2</b>		
6	<u>Train-the-Trainers (TOT) Sessions</u>  - Prepare documentation and materials used in the train-the-trainer sessions. - Conduct Train-the-Trainer sessions	1 week from MQA approval
7	<u>Pilot the training program.</u>  - Pilot training program with a group of school counsellors / senior academics	



<ul style="list-style-type: none"><li>- Documentation report at the end of the program comprising the salient features of the training activity under this program, suggestions and recommendations emerging from the participants.</li><li>- An analytical note of the evaluation sheet (pre-evaluation and post evaluation) submitted by the participant.</li><li>- Refine and finalize the career guidance training program based on the feedback from the pilot session</li></ul>	4-6 weeks
---	-----------

## 5. Qualifications and Experience

- a) Master's Degree in psychology, sociology, social work, education or in a related field.
- b) Experience in minimum two similar projects or in a related area in the Maldives.
- c) Proven experience in designing, delivering, and evaluating professional development programs and workshops, specifically in Career Guidance will be an added advantage.
- d) Experience in designing and developing effective training curriculum, preferably across various formats (in-person, online, blended) with the ability to conduct needs assessments and identify learning gaps and attained knowledge of trends in instructional design, educational technology, and training methodologies.
- e) Excellent written and verbal communication skills for creating clear and engaging training materials with the ability to convey complex concepts in an understandable manner.
- f) Demonstrated experience in setting up at least 1 Career Service center will be an added advantage but not a must.
- g) Past work assignments with the Maldivian Government/Donor Organizations or Civil Society Agencies in the field of employment and youth empowerment, including demonstrated knowledge and understanding of the Maldivian labor market, including the current context, trends and demographics will be an added advantage but not a requirement.
- h) Excellent verbal and written communication skills and demonstrated experience working with a variety of stakeholders.

## 6. Institutional Arrangements, Reporting, and Supervision

The consultant will work under the guidance and direction of Ministry of Economic Development (MoED), and the consultant shall report to the Project Director on the status of the assignment on a regular basis.

If the consultant is international, he/she should be available to work in the Maldives. The consultant will work in a place agreed with the Ministry and will be required to take part in all the relevant meetings.



## 7. Confidentiality, Ethics and Conflict of Interest

The selected Consultant undertakes to comply with the World Bank's rules regarding 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 Client. Any draft reports and other documents produced by the consultant will be discussed and cleared with the Client before their final issue.

## 8. Duty of Care

We are committed to providing a safe, secure, and respectful environment for all the stakeholders. Our duty of care covers a range of measures to ensure your well-being and to create a positive working experience. We take every precaution to mitigate potential hazards and risks within the working environment, adhering to legal and ethical standards.

We conduct thorough risk assessments to identify and address any potential hazards associated with the work/projects to promote the safety of everyone involved. We ensure that any personal information provided is treated with strict confidentiality and used only for the purpose of this consultancy. We maintain a zero-tolerance policy towards harassment, discrimination, and any form of inappropriate behavior. We commit to fostering an inclusive and respectful environment for all the stakeholders.

## 9. Fee

<b>Deliverables</b>	<b>Timeline</b>	<b>Payment (% of total)</b>
Inception Report	2 Weeks	5%
Needs Assessment Report	3 Weeks	10%
Training Curriculum, training materials & assessment tools	4 Weeks	25%
Final Training Manuals & MQA Approval	2 Weeks	25%
Training of the Trainers Sessions & Pilot the training program	6 Weeks	35%

## 10. Payment Terms

Proportionate payments will be made as per the **contract** after each deliverable is submitted, subject to approval of the deliverable by the Ministry.



-7-

## **11. Required Documents**

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- a. Request of Expression of Interest Letter
- b. Curriculum Vitae indicating all the experience from similar projects.
- c. At least 3 (three) Professional References.
- d. Proposed Work plan as per the TOR

## **12. Expression of Interest Application Submission**

Deadline for submission of the application is 14<sup>th</sup> September 2023 (16:00hrs).

Application should be emailed to the following contact details.

Name: Thaasyn Hilmy

Designation: Project Director

Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)

P163818

Ministry of Economic Development

Velaanaage 11<sup>th</sup> Floor

Malé, Maldives

Email: tender.pmu@trade.gov.mv