



**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/475/2023/174)

1. Background:

The Government of Maldives (GoM) is pursuing a strategic plan to establish specialized higher education and training institutes tailored to job market needs and regional strengths. This initiative also includes the creation of modern Technical and Vocational Education and Training (TVET) centers, aiming to cultivate a skilled workforce through industry-relevant courses and up-to-date facilities.

Aligned with this, the Ministry of Higher Education is actively developing two state-of-the-art TVET centers. These centers will offer a wide range of standardized courses, catering to various skill levels and industries, ranging from basic certificates to advanced diplomas (MNQF level 1 to 6). The aim is to equip the youth with practical skills needed for the evolving job landscape.

2. Objective:

The purpose of this task is to develop a curriculum and the necessary instructional materials for the forthcoming Technical and Vocational Education and Training (TVET) institutes, namely the Haa Alif Atoll Technical Institute (Dhidhdhoo Junior College) and the 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 4 in Fiber Glass Boat Building (MNQF L4) 2- 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 4 in Fiber Glass Boat Building (MNQF L4)
 - Diploma in Naval Architecture (MNQF L5)
- **Timeline for submission of the developed curricula. (Deliverable – 2) is as per below: -**
 - If submitting for 1 LOT: 20 Days after Deliverable – 1
 - If submitting for 2 LOT: 30 Days after Deliverable – 1
 - If submitting for 3 LOT: 40 Days after Deliverable – 1
 - If submitting for 4 LOT and more: 50 Days after Deliverable – 1
- **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. This involves detailing curriculum-aligned instructional materials, possible chemicals for practical applications, as well as selecting appropriate furniture and specialized equipment. Notably, comprehensive specifications for furniture and equipment must be provided with meticulous attention to detail. These facets collectively ensure the seamless integration of resources, fostering an optimal learning environment.

6. 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)*