

| BID DOCUMENT | | |
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| 1. | Announcement number and date | 480/IUL/2024/40 6 June 2024 |
| 2. | Work/ Assignment | <p>The Psychometrician will be responsible for the following:</p> <p>1. Training Delivery:</p> <p>1.1 Develop and deliver a training program on psychometric assessment principles and their application in evaluating bar exam results.</p> <p>1.2 Provide participants with training materials, including handouts and presentations.</p> <p>2. Psychometric Analysis:</p> <p>2.1 Conduct a psychometric analysis of 2024 Bar Exam results and ensure the deployment of valid, reliable assessments that conform with testing international industry standards.</p> <p>3. Timeframe:</p> <p>The consultancy is expected to be completed within 3 months. This timeframe includes:</p> <ul style="list-style-type: none"> • Training program development and delivery (July 2024) • Psychometric analysis of bar exam results and report submission (November 2024) <p>4. Confidentiality:</p> <p>The Psychometrician will be required to sign a Non-Disclosure Agreement (NDA) to ensure the confidentiality of all client information and data.</p> |
| 3. | Minimum Requirement for Bidders | <p>Bidders must possess the following qualifications/ experience:</p> <ol style="list-style-type: none"> 1. Hold a master's degree or Ph.D. in Psychometrics or a related field. 2. Possess a minimum of 3 years of experience in applying psychometric principles to educational and professional assessments. 3. Experience in providing assessment evaluation services for bar exams or similar qualifying exams. |
| 4. | Conflict of Interest | <p>If the bidder has a close relative or business partner as a member of the Executive Committee or as an employee of the Secretariat of the BCM, then the applicant shall submit a signed letter declaring the relationship.</p> |

| 5. | Currency | The currency used for this bid's purpose shall be USD or MVR | | | | | | |
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| 6. | No. of Bids that can be submitted | <ul style="list-style-type: none"> • Each bid can have multiple options. • The quotation/proposal for each option shall be submitted with a separate bid application form. | | | | | | |
| 7. | Bid Validity | Each bid shall have a validity of minimum 30 (thirty) days. | | | | | | |
| 8. | Tax and Duty | The awarded bidder shall bear tax or customs duty or any other charge to be paid in relation to this bid. | | | | | | |
| 9. | Bid Submission venue and deadline | <p>Deadline for bid submission is 30 June 2024, 8:00 AM (Sunday).</p> <p>All bids must be submitted via email to Mariyam Hudha, Exam Operations Manager, maryam.hudha@secretariat.maldivesbarcouncil.org</p> | | | | | | |
| 10. | Bid Submission | <ul style="list-style-type: none"> • Incomplete bids and bids submitted after the deadline shall not be accepted. • Bids must be submitted via the "Bid Submission Form". Proposals submitted without the completed Bid Submission Form shall not be accepted. • All the documents submitted must be in English or Dhivehi Language. | | | | | | |
| 11. | Disqualifying Bids | Bids that do not have all the documents mentioned in this document, or if a significant information is omitted, or includes incorrect information, then that bid may be disqualified at the evaluation stage. | | | | | | |
| 12. | Bid Evaluation Criteria | <p>The following criteria will be used, in no particular order, in evaluating each proposal:</p> <ol style="list-style-type: none"> 4. Qualifications of Bidder and if Bidder is an organization, qualifications chief staff members who will be working on the creation of the bar exam; 5. Level of prior experience in creating or supporting bar exams or similar qualifying exams for lawyers and/or on competency assessment exams; 6. Overall costs to the Bar Council of the Maldives; and 7. Competitiveness in pricing, including any timelines and guarantees. <p>Below is the point sheet for this bid evaluation:</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Points Allocated</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>60 Points</td> </tr> <tr> <td>Experience</td> <td>40 Points</td> </tr> </tbody> </table> | Criteria | Points Allocated | Price | 60 Points | Experience | 40 Points |
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| | | <ul style="list-style-type: none"> • Price: The bid with the lowest price will be given 60 points, and points will be given to the rest of the bids accordingly. • Experience: the bidder who demonstrates the most experience will be given 40 points, and points will be given to the rest of the bids accordingly. Bidders should provide references from previous clients or organizations they have worked with in providing similar assessment marking services. • Work will be awarded to the bidder whose bid gets most points from the above-mentioned criteria, and fulfils the minimum requirement mentioned in this document. • Incomplete bids and bids that do not fulfil the minimum requirement will be disqualified at the evaluation stage. |
| 13. | Bid awarding and contract | <ul style="list-style-type: none"> • After bid evaluation, work awarding agreement will be emailed to the bidder who has submitted the bid with the highest point. • If the party awarded with the work does not accept the work, or if the work has not commenced on the date, BCM may deem the agreement void, and award the work to another party. |
| 14. | Advance Payment | There will be no advance payment made to the awardee of this bid. |
| 15. | Liquidated Damages: | If the work is not completed as per the agreement, payment will be deducted for each extra day as liquidated damages, as per BCM financial policies. |
| 16. | Documents to be submitted with the bid | <ul style="list-style-type: none"> • Bid Submission Form; • Detailed proposal that fulfils the work and minimum requirements; • CV / Catalog / Marketing material or other such documents to show the eligibility of the bidder; • G.S.T Registration Certificate (if applicable) • Tax Clearance Form (if applicable) • Registration certificate (applicable for Companies / Shops / Sole Proprietorships) |
| 17. | For Inquiries | If you have any queries regarding this bid, kindly email to <u>maryam.hudha@secretariat.maldivesbarcouncil.org</u> |