



## **GPE MULTIPLIER GRANT**

**Ministry of Education, Republic of Maldives**

**Individual Consultant to develop the Term of reference and scope for the Education Management Information System**

(Procurement Reference: MV-MOE-425050-CS-INDV)

### **1. Background**

The Global Partnership for Education (GPE) Multiplier Grant is an additional contribution by the GPE to the Atoll Education Development Project funded by The World Bank. This grant mainly focuses on extending support under: Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance.

This component and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE) and the relevant stakeholders. The implementation of the Maldives Learning Advancement and Measurement Project (LAMP), Global Partnership for Education (GPE) trust fund. The GPE Multiplier compliments the activities supported by the Atoll Education Development Project (AEDP).

The Government of Maldives (GoM) is implementing the GPE Multiplier grant. The grant is provided by the GPE. The objective of this project is to compliment and expand on the activities supported by the AEDP.

The GPE Multiplier supports the following component from the six components supported by the World Bank through the AEDP:

#### Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance

This component focuses on strengthening evidence-based policy making. The grant will support the Government of Maldives (GoM) to set up a new digital based Education Management Information System (EMIS) for the Ministry of Education (MoE).

The EMIS will integrate information and data that is currently scattered under different data bases under various departments and agencies of the MoE. The EMIS will also contain information on the results and outcomes of the education system, such as the findings of the Quality Assurance Reviews, the results of the National Assessments of Learning Outcomes, and information from public examinations. The intellectual property (IP) rights for the EMIS will be owned by the MoE. The EMIS will be hosted on a GoM server, or a suitable Cloud based option. The Grant will finance technical assistance to develop the EMIS, train staff in the MoE and its agencies in the use of the EMIS. The Grant will also support the computing and software requirements of the MoE and schools for the EMIS.

## **2. Objectives**

The objectives of this assignment are to:

- Identify the requirements of the Ministry of Education (MoE) for the development of EMIS.
- To compare and contrast the applications of other countries and propose a user friendly, modular EMIS tailored to the specific needs of the context of the Maldives.
- Perform a thorough Needs Analysis and Landscape Analysis, encompassing the identification of best practices within the IT industry to inform the development of the EMIS.
- Provide all essential details required for the development of an effective and highly suitable EMIS platform for the MoE agencies and schools.
- Develop a well-scoped ToR to hire a Consultancy Firm for the development and operationalizing of the EMIS in the Ministry of Education and schools.
- Develop a well-scoped ToR, specifications and the evaluation requirements for the firm to develop the EMIS.

## **3. Scope of Service**

The scope of this assignment includes but not limited to the following:

**a. Develop a detailed TOR to hire a consultancy firm to develop an EMIS:**

**i. Need Analysis and Landscape Analysis:**

- Perform a Needs Analysis to identify gaps and challenges in the current EMIS within the MoE.
- Conduct a Landscape Analysis, including the identification of best practices in the IT industry relevant to EMIS development.
- Prepare a report on the landscape analysis and EMIS requirements.

**ii. Stakeholder Consultation and comparison**

- Conduct consultation with key stakeholders to identify the requirements to develop the EMIS.
- Collaborate with MoE to compile and provide a comprehensive set of procurement documents to select a suitable consultancy firm for the EMIS.

**iii. Compilation of ToR**

- Incorporate feedback from MoE and stakeholders to finalize the EMIS requirements.
- Ensure the information package covers technical specifications, institutional goals, and user expectations for the development of an effective EMIS.
- Prepare a detailed ToR to develop and establish an EMIS in Maldives

**b. Supervision of the development of EMIS**

- Prepare and maintain proper documentation of the EMIS.
- Develop a realistic timeline for each task and present the findings on a regular basis.
- Any additional relevant work requested by the Ministry of Education

**4. Deliverables**

- a. Need analysis report with findings and recommendations.
- b. New requirements and proposed working modules suitable to the context.
- c. A detailed ToR and relevant procurement documents to hire a Consultancy Firm to

develop and operationalize the EMIS.

## **5. Required Qualifications and Experience**

Applications are expected from suitably qualified individual consultants satisfying the following requirements:

- At least a Bachelor's Degree in Information Technology, Information Systems, Computer Science, or any other related discipline.
- In-depth knowledge and understanding of information systems, database management, and emerging technologies related to educational data management.
- At least 1 year of experience working in any ICT related field and familiarity with e-learning platforms.
- Professional writing and relevant IT skills would be an added advantage.

### **5.1 Application Instructions:**

1. Cover Letter for Expression of Interest
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
3. Work experience documentation.
4. Copies of attested academic qualifications.

**Please make sure that all necessary documents are submitted for a comprehensive evaluation.**

## **6. Intellectual property rights/ownership of material**

The intellectual property rights of all the materials, documents under this ToR shall remain with the client (MoE). Any studies, reports, training modules or other material, graphic, or otherwise, prepared by the Consultant for the Client (MoE) under the Contract shall belong to and remain the property of the Client (MoE). The Consultant may retain a copy of such documents with written approval from the Client (MoE).

## **7. Institutional Arrangements and Reporting**

The Consultant will be working in the Ministry of Education or any other place agreed by both parties in writing, and report to the assigned staff of the Policy Planning and Research Division of the Ministry of Education. In addition, s/he will report fortnightly or in any time agreed upon by both parties to a technical panel chaired by the State Minister overseeing the Multiplier Grant.

## **8. Terms of Payment**

This is a Lumpsum contract and payments under this contract would be based on deliverables according to the market rate.

## **9. Duration of Services**

This consultancy is initially for a period of 6 months. The consultancy can be extended based on the performance of the consultant and need for the assignment.

## **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 and the Code of Conduct specified in the Environment and Social Safeguards Frameworks of the GPE Multiplier Grant. 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 Operations and Monitoring Support Unit.

## **11. Facilities to be Provided**

The holder of the position would be entitled to the following facilities:

- An office in the MoE (PPRD or OMSU) with equipment including a computer/laptop, telecommunication services, and access to printing, photocopying, and scanning equipment.
- Transport for official purposes.
- Lodging, subsistence, and incidental expenses for travel outside Male' for official purposes.