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

Ministry of Higher Education, Labour and Skills Development
Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

For

Individual Consultant to provide Computer Skills Enhancement Training for the Maldives Polytechnic (Male' Campus)

(Procurement Reference Number: MV-MOHE-210946-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.

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 *e*Learning 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

The Project Management Unit (PMU) of the MoHELSD, who is managing the project is looking for a qualified Individual (hereinafter 'Consultant') to carry out this assignment.

2. Objective of the Assignment

Computer enhancement training is targeted for Polytechnic staff and Polytechnic full-time lecturers. This will be conducted as a refresher of computer skill development and digital literacy.

- To provide opportunity for individuals to enhance their computer literacy skills.
- To support and encourage technological friendly teaching and incorporate theory into practice at work.
- The training is crafted to help teachers effectively use these tools to enhance their teaching, manage their classrooms, and improve student engagement.

3. Scope of Work and Deliverables
The consultant will be required to conduct two sets of trainings; a basic Microsoft Office course (Word, PowerPoint, Excel) and basic and intermediate concepts of modern teaching.

Part 1: Conduct basic applications of the computer training

No.	Chapter/Component	Theory Hours	Practical Hours
1	Microsoft Word	4	2
2	Microsoft Excel	4	3
3	Microsoft PowerPoint	4	2
	Total	**12 hours**	**7 hours**

Note: Course scheduled to be completed within 1 month. The pace of theory and practical classes may vary.

Part 2: Conduct basic and intermediate concepts of modern teaching.

No.	Chapter/Component	Theory Hours	Practical Hours
4	Basic Revit MEP for Educators	10	6
5	Padlet for Interactive Learning	10	7
6	Google Educational Tools	10	7
7	Canvas and Plan board	10	7
	Total	**40 hours**	**27 hours**

Note: Course scheduled to be completed within 2 months. The pace of theory and practical classes may vary.

4. Deliverables

- Deliverable 1: Inception report and timeline
- Deliverable 2: Development of a training plan to conduct the basic applications of the computer training.
- Deliverable 3: Conducting the basic applications of the computer training.
- Deliverable 4: Development of a training plan to conduct basic and intermediate concepts of modern teaching.
- Deliverable 5: Conducting the basic and intermediate concepts of modern teaching.
- Deliverable 6: Training completion and impact report

5. Required Qualification and Experience

Master's Degree in Information Technology or in a relevant field with one year of teaching/training experience

OR

Bachelor's Degree in Information Technology or in a relevant field with two years of teaching/training experience.

6. Other Competencies

- Ability to engage in dialogue with counterparts on technical issues.
- Excellent written and verbal communication skills and ability to prepare high quality reports in English and Dhivehi
- Strong organizational, managerial, supervisory and analytical skills
- Self-directed and able to work independently.
- Ability to multi-task in a fast-paced environment.
- Knowledge of the rules, procedures and regulations of Maldivian education system

7. Institutional Arrangements and Reporting

Consultant will work with Maldives Polytechnic team at Maldives Polytechnic Male' Campus. The Consultant will report to the Academic Director of Maldives Polytechnic. The locations, classroom, scheduling and administrative arrangements will be managed by the Maldives Polytechnic.

8. Duration of Services

The assignment is for a period of 3 months.

The consultant will be hired as a specialist/consultant under the project and will be paid based on completion of the outputs specified in the TOR and the contract.

9. Terms of Payment

Task	Payments (in MVR)	Details
Deliverable 1	5%	Successful completion of deliverable 1: Upon submission and acceptance of inception report with work timeline (within 2 weeks after contract signing)
Deliverable 2	5%	Upon submission and acceptance of training plan to conduct basic applications of the computer training.
Deliverable 3	40%	Upon completion of conducting basic applications of the computer training.
Deliverable 4	5%	Upon submitting and acceptance of training plan for basic and intermediate concepts of modern teaching.
Deliverable 5	40%	Upon completion of conducting basic and intermediate concepts of modern teaching.
Deliverable 6	5%	Upon submission and acceptation of training completion and impact report.

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 confidentially. The Consultant shall maintain confidentially 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.

11. Documents to Be Submitted

- Expression of Interest
- Curriculum Vitae
- Accredited copies of Academic Qualifications
- Copies of Employment /Experience reference letters
- Copy of Identification Card/Passport