

## Terms of Reference

### 1- Introduction and Background

The Salary and Wages Advisory Board (SAWAB) was established on 1<sup>st</sup> May, 2019 by President Ibrahim Mohamed Solih, to initiate the work on determining a minimum wage system in the Maldives. The Board is currently engaged in the process of drawing up an evidence-based methodology to establish a minimum wage. In this regard, we are planning to conduct a nationwide assessment of business enterprises assessment to identify macro-economic implications and impact on competitiveness and industry growth prospects.

The objective of this survey is to collect data on economic factors, employment structure, and components of salaries and wages of enterprises in Maldives. In addition, the survey is required to accumulate qualitative data such the viewpoints of enterprises on the current wages, establishment of a Minimum Wage system in Maldives and rate(s) to be allocated as Minimum Wage

### 2- Scope of Work

The survey will be covering three main sectors, which are Tourism, Construction and Wholesale and retail trade sector (inclusive of restaurants and café businesses). Furthermore, the survey will be conducted in highly populated islands with high density of economic activities, which includes Male' City, Addu City, Fuvahmulah City and other 7 selected islands.

### 3- Deliverables

Survey questionnaires (separately for three sectors), the sample size and list of the islands will be provided to the surveyors.

Listed below are the documents that is required to be submitted at the end of the survey to Salary and Wage Advisory Board

- Sample design and approach
- Electronic data file in Excel/Stata format (complete dataset).
- Summary of the main findings of the survey
- A methodological report for the survey.

### 4- Duration of the consultancy

The total time to undertake the services shall be a period of 6 weeks after signing of the contract.

### 5- Qualifications Requirement

- Experience in conducting social science research in Maldives, including large scale quantitative social/health/economic surveys as well as qualitative research; extensive knowledge and experience with statistical data analysis, and demonstrated competency in database development,

- Knowledge, understanding and practical implementation of survey methodology that demonstrates clear cognizance of technical, social and economic focal points,
- Prior work experience in Maldives on similar surveys,
- Fluency in oral and particularly written English,
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.

#### 6- Selection Criteria

The following criteria will be applied during the evaluation of the proposals hence, ensure to pay attention to the details stated below while preparing the proposals.

<b>Criteria</b>	<b>Weight</b>
Survey methodology and sampling	30
Relevant academic qualification of team members	10
Past relevant experience of team members	20
Work plan and time frame	10
Proposed data processing plan	30
<b>Total (Technical) - A</b>	<b>100</b>

Technical Score (A)	70%
Financial Score (B)	30%
Total Score (A+B)	100

#### 7- Application and Submission

Interested local research/consultancy companies should submit a detailed proposal outlining the methodology, tools and analysis plan. The proposal should be divided into two parts i.e. technical and financial. The technical submission will contain the following information.

1. Summary of proposed methodology, sample design and data processing plan
2. Suggested work plan & timeframe
3. Detailed CV of the lead member/s containing experience on and/or profile of the organization (in case of organisation).
4. The financial submission with estimated cost for the consultancy in detail, including the daily rate of each consultant and enumerators, and the proposed number of days/duration for each key task.