



LOCAL CONSULTANT TO INSTITUTIONALIZE RISK ASSESSMENTS IN SCHOOLS

(IUL)22-PU/22/2026/175
14th July 2026

1. INTRODUCTION

The ministry of education is seeking consultancy service to support the institutionalization of risk assessments in all schools (with Grade 2-12) in the Maldives, by developing online training resources and building school-level capacity.

2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	14th July 2026
Clarification deadline:	21th July 2026, 2359 hrs. Local Time
Proposal submission deadline:	23rd July 2026, 1300 hrs. Local Time

3. CLARIFICATION

Interested parties may obtain further information on request by writing to the address below.

Procurement Section,

Ministry of Education,

9th Floor, H.Velaanage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

Mob: :+(960) 304 1242 / 304 1249

Email: procurement@moe.gov.mv

CC Email: ali.naajih@moe.gov.mv

4. SUBMISSION REQUIREMENTS

Proposal should contain the following documents and Standard forms in ANNEX A

- Document Checklist (Form 1)
- Technical Proposal Submission Form (Form 2)
- Tenderer Information Sheet (Form 3)
- Description of approach, methodology and work plan for performing the assignment (Form 4)
- Copy of National ID Card
- Curriculum Vitae (CV) (Form 5)
- Educational Certificates
- Specific experience of contracts of similar nature (Form 6)
- Demonstrations of required experiences listed in this TOR
- Financial Proposal (Form 7)

5. PROPOSAL SUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the request for proposal to: Ministry of Education Ameer Ahmed Magu, Male', 20079 Republic of Maldives Tel: +(960) 304 1242 Apply via: https://bit.ly/4vxNV6W
Submission Deadline	The deadline for the submission of Proposal is: Date: 23rd July 2026 Time: 13:00 hrs. (Local Time) Late submission will not be accepted.

Terms of Reference for Local Consultant to Institutionalize Risk Assessments In Schools

1. Background:

The Ministry of Education (MoE) is committed to fostering safe, inclusive, and supportive learning environments across all schools in the Maldives. Recognizing the diverse risks students face ranging from academic, social, emotional, and environmental factors there is a growing need to embed structured risk assessment practices within the school system.

While vulnerability assessment tools and manuals exist, implementing school-wide vulnerability assessments at all the levels will allow teachers to proactively identify students at risk and implement timely and targeted interventions.

To operationalize this, MoE is seeking a local consultant to develop a comprehensive training video package to train teachers and heads of schools be used for all the schools as a guide to conduct vulnerability assessments. The consultant will also need to conduct trainings for teachers and school heads for all the selected 20 schools of Greater Male' area ensuring the training content is practical, contextually relevant, and aligned with national safety standards and international best practices.

2. Objectives:

The overall objective of this consultancy is to support the institutionalization of risk assessments in all schools (with Grade 2-12) in the Maldives, by developing online training resources and building school-level capacity. This ToR covers phase 1 of the broader programme / interventions

Specific objectives include:

- Review and revise the risk index calculation of the existing risk assessment toolkit.
- Provide technical content and guidance for the development of a comprehensive training video package that complements existing manuals and tools for conducting school-based vulnerability assessments.
- Train and re-skill all the teachers and principals/school heads from selected schools to institutionalize and conduct vulnerability assessments effectively.

3. Scope of Work:

The consultant will be expected to carry out the following tasks:

3.1 Review and revise the risk index calculation process of the existing risk assessment toolkit.

3.2 Development of Training Video Packages

- Provide technical content for the video production team based on the training package/manuals and tools, and sessions

- Review video script(s), ensuring ease of explanations, exercises, tasks and self-assessments for self-learning
- Review first cut of the training video, ensure that the videos are engaging, relevant to the Maldivian context, self-paced, and includes self-assessment options at key points.
- Draft guidance for users the use of video

3.3 Conduct Trainings

- Deliver training for selected 7 schools in Greater Male' Area, 2 schools from Male' Atoll and 4 schools in Fuvahmulah staff to use the guidelines and tools from the selected school(s)
- Facilitate vulnerability assessment of Grades 4, 7 and 9 in these 13 schools
- Conduct virtual orientation sessions to key selected school staff/leading teachers/facilitators and THAIBA team on how to use the video package

3.4 Rollout Support, on-going supervision and mentoring

- Support the rollout and implementation of toolkit in trained schools.
- Provide ongoing mentorship and support to trained schools through field visits and follow up engagement

3.5 On-going engagement with schools

- Engage with schools to review the implementation, looking at implementation challenges, gaps and way forward.
- Develop a strategy with a timeline and possible roadmap for rolling it out to all schools

4. Deliverables:

The consultant is expected to deliver the following:

Year1		
Tasks	Deliverables	Due by
3.6 1. Review and revise the risk index calculation process of the existing risk	1. Revised risk index calculation process of the existing risk assessment toolkit.	To be completed within 30 days from the signing of the contract

assessment toolkit.		
2. Development of Training Video Packages	2. Video script 3. Technical review of the video at an agreed timings of the video package development	To be completed within 30 days from acceptance of Deliverable 1
3. Conduct Training	Staff trained from: • 7 schools in Greater Male' Area, • 2 schools from Male' Atoll • 4 schools in Fuvahmulah • Orientation for teachers and school heads from 13 schools covering Greater Male' area, Male' Atoll and Fuvahmulah. • Staff/leading teachers/facilitators and THAIBA team oriented on how to use the video package	To be completed within 90 days from completion of Deliverable
4. Supportive on-going supervision (and mentoring	• At least 2 rounds of supportive supervision and/mentoring provided for the 13 schools • Supportive supervision to the THAIBA Team • At least 1 supervision report for each of the school • 1 review report covering the THAIBA Team supervision reports	To be completed within 60 days from completion of Deliverable 3
5. End of consultancy Report	• End of consultancy report, reflecting process, challenges, lessons learned • Scale up strategy and action plan	To be completed within 20 days from completion of Deliverable 4

4. Estimated duration: 230 days (with in a 10 month period)
5. Travel Required for rolling out to Male' Atoll schools and Fuvahmulah City
6. Quality Assurance A reference group consisting of representatives from the Ministry of Education (MoE) and UNICEF will be established to provide quality assurance, feedback, and sign-off for the deliverables. This team will be constituted as follows: 2 members from Ministry of Education (MoE) 2 members from UNICEF Maldives.
7. Qualifications or specialized knowledge and/or experience required of the consultant. The consultant should meet the following criteria: Education • Master's degree in Education/ Social Work/ Social Sciences/ Child Protection or a related field. • Additional certification or training in risk assessment, vulnerability analysis will be an advantage. Experience and Expertise • Minimum of 5 years of relevant professional experience in education, child protection, or school-based risk assessment. • Demonstrated experience in developing training materials, multimedia resources, or toolkits for schools or other child protection stakeholders. • Demonstrated experience in conducting leadership training or capacity-building programs. • Familiarity with the Maldivian education system and school-level operational structures is highly desirable. Technical skills • Development of training materials and multimedia resources, including video modules, manuals, and toolkits. • Facilitation of workshops, trainings, and participatory sessions with diverse stakeholders. • Digital literacy and proficiency in relevant software tools for content creation, virtual

training, and reporting.

Project Management

- Strong project management skills, including the ability to plan, execute, and monitor projects effectively.
- A track record of delivering projects on time and within budget.

Communication and Collaboration

- Excellent written and verbal communication skills in English and Dhivehi.
- Ability to work collaboratively with multi-sectoral stakeholders
- Strong problem-solving skills and adaptability to changing project requirements.

8. Evaluation criteria

Evaluation criteria for assessing the qualifications and performance of the consultant.

S. No.	Criteria	Points
1	Proposal Description of the methodologies for how the consultant will achieve the terms of reference of the assignment	20
2	Client References Minimum 3 references should be provided with similar scope and size of contract	10
3	Qualification Master's degree in Education/ Social Work/ Social Sciences/ Child Protection or a related field.	20
4	Experience a. Minimum 5 years of practical experience working with children. b. Excellent writing and presentation skills. c. Excellent communication and interpersonal skills. d. Must be able to manage diverse viewpoints and work in demanding situations.	20
	TOTAL	70

To pass the technical evaluation, a minimum score of 50 is required. Only candidates who successfully pass the Technical evaluation will proceed to the financial evaluation.

ANNEX A - FORMS

FORM 1 – Document Checklist

#	BID DOCUMENTS	
1	Technical Proposal Submission Form (Form 2)	
2	Tenderer Information Sheet (Form 3)	
3	Description of approach, methodology and work plan for performing the assignment (Form 4)	
4	Copy of National ID Card	
6	Curriculum Vitae (CV) (Form5)	
7	Educational Certificates	
8	Specific experience of contracts of similar nature (Form 6)	
9	Demonstrations of required experiences listed in this TOR	
10	Financial Proposal (Form 7)	

FORM 2 – TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the ‘**Local Consultant to Institutionalize Risk Assessments in Schools**’ in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

FORM 3 – TENDERER INFORMATION SHEET

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Announcement No:

1. Name	
2. Registration number or ID Card Number	
3. Address	{insert Tenderer's legal address in country of registration}
4. Tenderer's Authorized Representative Information	
Name:	
Address:	
Telephone/Fax numbers:	
Email Address:	

FORM 4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (5-10 pages, inclusive of charts and diagrams) divided into the following two chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

FORM 5 – CURRICULUM VITAE

- 1. Name:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
 From [Month/Year] – To [Month/Year]:
 Employer:
 Positions held:
- 8. Summary of projects/assignments undertaken/ role**
 Name of project/ assignment:
 Experience classification: General / specific
 Scope of project/ assignment:
 Role/ Position undertaken:
 Period of assignment:

FORM 6- SPECIFIC EXPERIENCE OF CONTRACTS OF SIMILAR NATURE

List all contracts performed in the last **36 Months**

(Reference letters of the completed Projects shall be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Name of Client	Name of the work	Contract Duration	Contract Signed Date	Contract Completed Date	Contract Value (MVR)

FORM 7 – FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide **Local Consultant to Institutionalize Risk Assessments in Schools** in accordance with your Request for Proposal dated [.....] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

FINANCIAL PROPOSAL

SUMMARY OF COSTS		
#	Description	Amount (in MVR)
1		
2		
3		
4		
	Subtotal :	
	All applicable taxes :	
	Total Amount of Financial Proposal:	

Note:

- Bidder is liable to clarify and include all relevant tax for the assignment.
- The cost should be inclusive of all technical fees, fees for management staff, travel, food, accommodation, and all administrative and logistical costs related to the above assignment.