



DEVELOPMENT OF A TRAINING VIDEO PACKAGE FOR CONDUCTING RISK ASSESSMENTS IN SCHOOLS

(IUL)22-PU/22/2026/259

Procurement No:22PU-2026-CS-12

October 1, 2026

MINISTRY OF EDUCATION, HIGHER EDUCATION
AND SKILLS DEVELOPMENT
Republic of Maldives

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1. INTRODUCTION

The Ministry of Education, Higher Education, and Skills Development (hereinafter called “the Ministry”) is seeking a consultancy firm to conduct STG Activity - 3.2.1 Institutionalizing Risk Assessment in Schools.

This assignment is limited to needs assessment, business process analysis, requirements definition, and implementation recommendations. It does not include software development, customization, procurement, or deployment of the solution.

2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Issue date:	1st October 2026
Clarification deadline:	7th October 2026, 2359 hrs. Local Time
Proposal submission deadline:	11th October 2026, 1300 hrs. Local Time

3. CLARIFICATION

Any request for clarification shall be submitted in writing to the address below:

Procurement Section,

Ministry of Education, Higher Education, and Skills Development

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. AMENDMENTS OF RFP DOCUMENTS

Any clarification or amendment issued by the Ministry in writing shall form part of this request and shall prevail over any inconsistent provision in the original document.

5. LANGUAGE

The proposal shall be submitted in English. Supporting documents may be submitted in English or Dhivehi.

6. PROPOSAL STRUCTURE

The firm is requested to submit one complete proposal consisting of:

- Technical proposal, including understanding of the assignment, methodology, work plan, deliverables, team composition, and relevant experience;
- Financial proposal with a clear cost breakdown, inclusive of all applicable taxes and all administrative, travel, logistical, and related costs;
- All supporting forms and documentary evidence listed in Annex A.

7. PROPOSAL VALIDITY

The proposal shall be valid for 30 calendar days from the submission date.

8. CONFIDENTIALITY, ETHICS AND CONFLICT OF INTEREST

The selected party undertakes to comply with the Government rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The party 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 Ministry.

9. SUBMISSION REQUIREMENTS

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

- Document Checklist (Form 1)
- Technical Proposal Submission Form (Form 2)
- Proposer Information Sheet (Form 3)
- Description of approach, methodology and work plan for performing the assignment (Form 4)
- Copy of Business Registration Certificate (Valid) or National ID Card of Lead Member
- Business Profile – if applicable(Downloaded from Business Registration Portal)
- Copy of GST Registration – if applicable
- Team members Information (Form 5)
- Curriculum Vitae (CV) of the Team (Form 6)
- Educational certificates and relevant professional certifications of proposed team members
- Work experience documents (Team)
- Specific experience of contracts of similar nature (Form 7)
- Demonstrations of required experiences listed in this TOR
- Financial Proposal(Form8)

10. PROPOSALSUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the request for proposal to: Ministry of Education, Higher Education and Skills Development Ameer Ahmed Magu, Male', 20079 Republic of Maldives Tel:+(960) 304 1242 Apply via: https://bit.ly/4rLUanp
Submission Deadline	The deadline for the submission of Proposal is: Date: 11th October 2026, Time: 13:00 hrs. (Local Time) Late submission will not be accepted.

Terms of Reference

1. Background

The Ministry of Education, Higher Education and Skills Development, with technical support from UNICEF Maldives, is strengthening the implementation of the Safe Schools Programme to promote safe, inclusive, and supportive learning environments for all children. As part of this initiative, a series of training manuals, facilitator guides, and practical tools have been developed to strengthen school capacity in key areas including school risk assessment, restorative practices, psychosocial support, student wellbeing, positive behaviour management, and school safety.

While these resources provide comprehensive guidance, their effective implementation requires accessible and engaging learning materials that can support both face-to-face and self-paced learning. Video-based learning modules provide an opportunity to present complex concepts in a practical and engaging format, ensuring consistent delivery of training content across schools in the Maldives.

To support nationwide implementation, The Ministry of Education, Higher Education and Skills Development and UNICEF Maldives under GPE System Transformation Grant seek to engage an experienced consultant or production firm to develop a comprehensive package of high-quality training videos based on the existing risk assessment training manuals and tools. The videos will complement the existing training materials by translating written guidance into engaging visual learning experiences that are practical, contextually relevant, and suitable for school leaders, teachers, counsellors, and other education professionals.

The training videos will be designed for use during facilitator-led training sessions as well as independent learning and refresher training through digital learning platforms.

2. Objectives:

The purpose of this consultancy is to develop a comprehensive package of professional training videos designed to facilitate a clear understanding and effective application of the Risk Assessment Toolkit. By converting existing training manuals, guidelines, and analytical tools into engaging, practical, and accessible learning resources, this assignment aims to enhance capacity, streamline implementation, and ensure consistent risk assessment practices in schools. The consultancy aims to:

- Review existing training manuals, facilitator guides, presentations, and supporting resources.
- Develop scripts and storyboards for each training module.
- Produce high-quality training videos aligned with adult learning principles.
- Present core concepts using practical demonstrations, animations, case studies, and contextual examples relevant to Maldivian schools.
- Produce videos that support both facilitated workshops and self-paced learning.

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- Ensure all videos are fully accessible through subtitles, clear narration, and inclusive visual design.
- Deliver editable source files together with publication-ready versions for future adaptation

3. Scope Of Work, Methodology And Working Locations

Under the overall leadership of the **Ministry of Education, Higher Education and Skills Development**, and with technical support from **UNICEF Maldives**, the selected consultant/firm will develop a comprehensive package of training videos to support the implementation of the Safe Schools Programme.

Working in close collaboration with the Ministry and UNICEF, the consultant shall transform existing training manuals, facilitator guides, tools, and other learning resources into engaging, accessible, and practical video-based learning modules that strengthen the capacity of school leaders, teachers, counsellors, and other education personnel. The videos should complement the existing training package by presenting key concepts through clear explanations, practical demonstrations, and contextual examples relevant to the Maldivian school setting.

The scope of work shall include, but not be limited to, the following:

3.1 Review and Instructional Design

The consultant shall:

- Review all existing training manuals, facilitator guides, tools, presentations, policies, and other reference materials provided by the Ministry and UNICEF.
- Participate in inception and planning meetings to agree on the overall approach, target audience, learning objectives, production schedule, and expected outputs.
- Develop a detailed production plan, including the methodology, workplan, filming schedule, and quality assurance process.
- Prepare scripts and storyboards for each training module that accurately reflect the technical content while applying adult learning principles and learner-centred instructional design.

3.2 Development of Training Video Modules

The consultant shall develop a series of professional training video modules that:

- Translate the existing training materials into engaging visual learning resources.
- Present core concepts in a clear, logical, and learner-friendly manner.
- Demonstrate step-by-step implementation of recommended tools, approaches, and procedures.
- Include practical demonstrations, case studies, role plays, and contextual examples relevant to Maldivian schools.
- Incorporate graphics, illustrations, animations, diagrams, and other visual elements to enhance understanding and learner engagement.
- Maintain consistency with the approved technical content, learning objectives, and UNICEF and Ministry branding requirements.

3.3 Filming and Production

Where required, the consultant shall:

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- Conduct filming in selected schools and other agreed locations.
- Coordinate filming schedules with the Ministry, UNICEF, and participating institutions.
- Provide all professional production equipment required for filming, lighting, sound recording, and related production activities.
- Ensure professional-quality video and audio throughout production.
- Obtain all required permissions and informed consent from participants prior to filming.

3.4 Post-Production

The consultant shall undertake all post-production activities, including:

- Professional editing of video footage.
- Colour correction, sound mixing, and audio enhancement.
- Development of animations, motion graphics, infographics, and other visual aids where appropriate.
- Integration of voice-over narration, graphics, transitions, and background music where suitable.
- Production of English and Dhivehi subtitles and captions.
- Incorporation of UNICEF and Ministry branding elements in accordance with the approved visual identity guidelines.
- Preparation of final outputs in formats suitable for online learning platforms, presentations, and offline dissemination.

3.5 Quality Assurance and Revision

The consultant shall:

- Submit scripts, storyboards, draft videos, and other outputs for technical review by the Ministry and UNICEF.
- Revise all deliverables based on consolidated feedback.
- Ensure that all outputs meet agreed technical, editorial, accessibility, and production quality standards prior to final submission.

3.6 Final Deliverables

The consultant shall provide:

- Final high-definition training video modules.
- Web-optimised versions suitable for digital learning platforms.
- Editable project files.
- Source footage and production assets.
- Subtitle files in English and Dhivehi.
- Final scripts and storyboards.
- Graphics, illustrations, animations, and other visual assets developed under the consultancy.
- A production report summarising the completed work and recommendations for future updates.

3.7 Methodology

The consultant is expected to adopt a collaborative and iterative production process throughout the assignment. The methodology shall include:

- Close coordination with the Ministry of Education, Higher Education and Skills

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Development and UNICEF Maldives throughout the assignment.

- Review and validation of scripts and storyboards prior to filming.
- Regular progress updates and consultation meetings.
- Submission of draft deliverables for technical review.
- Incorporation of consolidated feedback within agreed timelines.
- Submission of final deliverables in agreed formats following approval by the Ministry and UNICEF.

All deliverables shall be subject to review and formal acceptance by the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives. Submission of outputs does not constitute automatic approval.

4. Deliverables:

The consultant shall be responsible for delivering all outputs described in these Terms of Reference within the agreed timeframe. All deliverables shall be submitted to the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives for technical review and approval. Submission of deliverables does not constitute acceptance. Final acceptance of each deliverable shall be subject to satisfactory review by the Ministry and UNICEF.

The consultancy shall be completed within sixty (60) days from the date of contract signature.

Key Tasks	Deliverable	Deadline	Payment
Review existing training manuals, facilitator guides, and supporting resources; conduct inception meetings with the Ministry and UNICEF; develop a production workplan, scripts, and storyboards for all agreed training modules; and submit draft training videos for technical review.	Deliverable 1: Inception report and production workplan, approved scripts and storyboards, and draft training video modules.	Within thirty (30) days of contract signature.	40%
Finalize all training video modules based on consolidated feedback from the Ministry and UNICEF, including editing, graphics, animations, voice-over narration, English and Dhivehi subtitles, branding, and accessibility features. Submit publication-ready videos together with all editable source files and supporting production assets.	Deliverable 2: Final training video package, including finalized videos, editable source files, subtitle files, scripts, storyboards, graphics, animations, and a brief handover note.	Within sixty (60) days of contract signature.	60%

Cost Proposal

The financial proposal shall be submitted as a **lump-sum amount** covering the full scope of the consultancy. The proposed budget shall be all-inclusive and cover professional fees, script development, filming, editing, animation, graphics, voice-over recording, subtitle development, equipment, software, travel (where applicable), administrative costs, and all other expenses required to complete the assignment.

Payments shall be made upon satisfactory completion and formal acceptance of each deliverable by the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives,

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following submission of the corresponding invoice.

5. Estimated Duration:

07 Months

6. Travel

Where travel is required to undertake filming, consultations, or other activities under this consultancy, it shall be subject to prior written approval by the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives.

Travel shall be undertaken in accordance with UNICEF's travel policies and procedures. Approved travel-related costs, including transportation, accommodation, and daily subsistence allowance (DSA), shall be reimbursed in accordance with UNICEF's applicable rates where such costs are not included in the consultant's financial proposal.

7. Institutional Qualifications And Team Requirements

The consultant/firm shall have demonstrated experience in the development and production of professional educational and multimedia content. The consultant/firm shall possess the technical expertise and operational capacity to manage all aspects of the assignment, including instructional design, scriptwriting, filming, editing, animation, post-production, and delivery of high-quality training video modules within the agreed timeframe.

Technical Experience

The consultant/firm shall demonstrate the following minimum qualifications and experience:

- A minimum of three (3) years of proven experience in professional video production and multimedia content development.
- Demonstrated experience in developing educational, instructional, or training videos for government agencies, international organizations, development partners, NGOs, or the private sector.
- Proven experience in scriptwriting, storyboarding, filming, editing, animation, and post-production.
- Demonstrated ability to translate technical content into engaging, accessible, and learner-centred multimedia resources.
- Experience producing content for education, child protection, safeguarding, or social development programmes is considered an asset.

Experience working with the United Nations, UNICEF, other UN agencies, NGOs, or development partners is considered an asset but is not mandatory.

Ethical Standards and Safeguarding Capacity

The consultant/firm shall demonstrate:

- Familiarity with ethical practices when filming and photographing children and vulnerable populations.

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- Capacity to comply with UNICEF's Child Safeguarding Policy, Ethical Guidelines for Imagery, and Code of Conduct.
- Commitment to obtaining informed consent from all participants prior to filming or recording.
- Willingness to ensure that all personnel engaged under the assignment comply with UNICEF's safeguarding and ethical requirements.

Failure to comply with safeguarding and ethical requirements may result in termination of the contract.

Equipment and Technical Capacity

The consultant/firm shall have access to professional production equipment and software necessary to deliver high-quality training videos, including:

- Professional-grade digital video cameras;
- Professional lighting and audio recording equipment;
- Editing workstations with licensed video editing software;
- Graphic design and animation software, where required;
- Secure data storage and backup systems to safeguard project files and footage.

Portfolio Requirement

The consultant/firm shall submit a portfolio demonstrating previous work relevant to this consultancy, preferably including:

- Samples of educational or training videos;
- Examples of animated explainer videos or multimedia learning content;
- Examples of scriptwriting, storyboards, or instructional design, where available;
- Samples of work completed for government agencies, international organizations, NGOs, or development partners.

Submitted samples shall be used solely for evaluation purposes.

Language and Local Context

The consultant/firm shall demonstrate:

- Excellent written and spoken English.
- Working knowledge of Dhivehi, or the ability to produce outputs in both English and Dhivehi through qualified personnel.
- Familiarity with the Maldivian education system and school context is highly desirable.
- Ability to work effectively with the Ministry of Education, Higher Education and Skills Development, UNICEF Maldives, schools, and other relevant stakeholders.

8. Proposal Assessment

Proposals received in response to this solicitation will be evaluated in accordance with UNICEF procurement procedures. The evaluation will be based on both the technical and financial proposals

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using a two-envelope system, whereby the technical proposal will be evaluated prior to the financial proposal.

Only proposals achieving the minimum technical score will proceed to the financial evaluation.

A. Technical Evaluation (Total: 70 Points)

1. Relevant Experience of the Consultant/Firm (20 Points)

- Demonstrated experience in producing educational, instructional, or training videos.
- Relevant experience working with government institutions, international organizations, NGOs, or development partners.
- Experience developing multimedia learning resources, particularly in the education or social sectors.

2. Technical Approach and Methodology (20 Points)

- Demonstrated understanding of the assignment and its objectives.
- Quality and feasibility of the proposed methodology and workplan.
- Approach to instructional design, scripting, filming, editing, accessibility, and quality assurance.
- Proposed timeline and project management approach.

3. Technical Capacity and Portfolio (20 Points)

- Quality, creativity, and relevance of previously completed video productions.
- Demonstrated ability to produce engaging and accessible learning content.
- Availability of appropriate production equipment, software, and technical expertise.
- Experience in animation, graphics, subtitling, and post-production.

4. Child Safeguarding and Ethical Considerations (10 Points)

- Demonstrated understanding of ethical production practices.
- Capacity to comply with UNICEF's Child Safeguarding Policy, Ethical Guidelines for Imagery, and Code of Conduct.
- Proposed measures to ensure informed consent, confidentiality, and protection of children and participants during production.

Minimum Technical Score: 50 out of 70 points

Only proposals achieving the minimum technical score shall proceed to the financial evaluation.

B. Financial Evaluation (Total: 30 Points)

The financial proposal will be evaluated based on:

- Completeness of the financial proposal.
- Cost-effectiveness and value for money.
- Overall competitiveness of the proposed lump-sum cost.

The lowest evaluated financial proposal will receive the maximum score of 30 points, with other

proposals scored proportionately.

C. Overall Evaluation and Award

The final score will be calculated using the following weighting:

- **Technical Proposal:** 70%
- **Financial Proposal:** 30%

The contract will be awarded to the consultant/firm whose proposal achieves the highest combined technical and financial score and is determined to offer the best overall value for money.

9. Management Oversight And Quality Assurance

- Overall management and oversight of this consultancy shall be jointly undertaken by the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives. The consultant/firm will work under the overall guidance of the Ministry, with technical support and quality assurance provided by UNICEF Maldives.
- The Ministry and UNICEF will provide technical guidance throughout the assignment, facilitate coordination with relevant stakeholders, review draft deliverables, and provide consolidated feedback. The consultant/firm shall maintain regular communication with the designated focal points and participate in progress review meetings as required.
- All deliverables shall meet the agreed technical, editorial, accessibility, and ethical standards and comply with UNICEF's Child Safeguarding Policy, Ethical Guidelines for Imagery, and branding requirements, where applicable. The Ministry and UNICEF reserve the right to request reasonable revisions at no additional cost where deliverables do not meet the agreed standards or the requirements outlined in these Terms of Reference.
- Performance under the consultancy will be monitored throughout the contract period. Payments will be made upon satisfactory completion and formal acceptance of each deliverable. The Ministry and UNICEF reserve the right to withhold payment for deliverables that do not meet the required quality standards until the necessary revisions have been completed. Failure to satisfactorily fulfil the requirements of the consultancy may result in termination of the contract in accordance with UNICEF contractual provisions.
- All materials developed under this consultancy, including scripts, storyboards, video footage, animations, graphics, subtitles, editable project files, final videos, and any other associated materials, shall become the property of the Ministry of Education, Higher Education and Skills Development and UNICEF Maldives. The consultant/firm shall not reproduce, distribute, publish, or use any materials developed under this assignment for any purpose without the prior written approval of the Ministry and UNICEF.

ANNEX A - FORMS**FORM 1 – DOCUMENT CHECKLIST**

#	BID DOCUMENTS	
1	Technical Proposal Submission Form (Form 2)	
2	Proposer Information Sheet (Form 3)	
3	Description of approach, methodology and work plan for performing the assignment (Form 4)	
4	Copy of Business Registration Certificate (Valid) or National ID Card of Lead Member	
5	Business Profile – if applicable (Downloaded from Business Registration Portal)	
6	Copy of GST Registration – if applicable	
7	Team members Information (Form 5)	
8	Curriculum Vitae (CV) of Technical Team (Form 6)	
9	Educational Certificates and Relevant Professional Certifications of proposed Team	
10	Work completion documents of projects/assignments (Team)	
11	Specific experience of contracts of similar nature (Form 7)	
12	Demonstrations of required experiences listed in this TOR	
13	Financial Proposal (Form8)	

FORM 2 – TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the Consultancy service for “DEVELOPMENT OF A TRAINING VIDEO PACKAGE FOR CONDUCTING 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 –PROPOSER 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.

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FORM 5 –TEAM INFORMATION

List all Members in the team as per TOR

(Team Members Curriculum Vitae and supporting documents should be submitted along with the proposal and this form should be signed and stamped by Tenderer).

Team member Name	ID/PP No

FORM6– CURRICULUM VITAE (TEAM)

- Name:**
- Education***[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- Membership of professional associations**
- Other Training**
- Countries of work experience***[List countries where the consultant has worked in the last ten years]:*
- Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 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:

FORM 7-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)

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FORM8– FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide Consultancy service **Terms of Reference for the Development of a Training Video Package for Conducting 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 (Form8)

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.