



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

Ministry of Higher Education  
Republic of Maldives

**TERMS OF REFERENCE AND SCOPE OF SERVICES**

For

**Consultancy Firm to Develop Occupational Standard and Instructional Materials for  
Technical and Vocational Education Training (TVET) Authority**

(Procurement Ref: MV-MOHE-157430-CS-CQS)

**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 is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that will be co-chaired by the MoHE and the Ministry of Economic Development (MED). The

project comprises of 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 eLearning 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 MoHE, who will be in charge of implementing the project and is looking for a qualified firm to carry out this assignment

**2. Introduction of the Assignment:**

TVET Authority, Ministry of Higher Education has established 6 Employment Sector Councils (ESC's) to identify priority skills in each sector and to set competency standards for each skill area. These ESC's are in construction, transport, fisheries and agriculture, social, tourism and ICT.

As part of the MEERY project, the project is financing for skills development and entrepreneurship in priority sectors such as tourism, ICT and construction sector and MEERY wishes to recruit a consulting firm with competency standard writers, instructional materials developers, assessment resource book developers and trainees log book developers for this assignment.

**3. Objective:**

The objective of this assignment is to develop competency standards, its instructional materials, assessment resource books and trainees log books aligned to the standard developed.

#### 4. Scope of Services:

The tasks will include, but will not be limited to the following:

- To write the competency standards (for the 30 areas identified in the below table) in consultation with relevant Technical Panel (TP) and gain approval from sector council.
- The consultant must refer to International Labour Organisation (ILO) standards for occupational standards.
- To develop instructional materials, assessment resource book, and trainees log book for the approved standard based on the guidance or format provided by the TVET Authority.
- Present the documents to the relevant Technical Panel and if editing required, undertake the editing works and get approval from the TVET Authority.

<b><u>List of areas for standards development</u></b>		
<b>#</b>	<b>Occupations</b>	<b>Sector</b>
01	Electrician (review)	Tourism related Construction
02	Building Maintenance Officer	Tourism related Construction
03	Welder (review)	Tourism related Construction
04	Health and Safety Officer (review)	Tourism related Construction
05	Site Safety Supervisor	Tourism related Construction
06	Solar Panel (Photovoltaic System) Installer /Technicians	Tourism related Construction
07	Building Inspector	Tourism related Construction
08	RO Plant Mechanic	Tourism related Construction
09	Refrigeration and Air-conditioning mechanic (review)	Tourism related Construction
10	Construction Officer	Tourism related Construction
11	Heavy Vehicle Operator	Tourism related Construction
12	Heavy Vehicle Maintenance	Tourism related Construction
13	Land Surveyor	Tourism related Construction
14	Motorcycle Technician	Tourism related Construction
15	Data Analyst	ICT
16	Website and Mobile Application Developer	ICT
17	Artificial Intelligence	ICT
18	Kitchen and Laundry Technician	Tourism
19	Power House Engine Operator	Tourism

20	Reservation and Ticketing Officer (review)	Tourism
21	Food and Beverage Service Personnel (review)	Tourism
22	Pastry and Bakery Chef (review)	Tourism
23	Food Preparation/ Basic Cook (review)	Tourism
24	Guesthouse Operations	Tourism
25	Hospitality Supervisor	Tourism
26	Butler	Tourism
27	Photographer(review)	Tourism
28	Gardening and Landscaping (review)	Tourism
29	Life Guard (review)	Tourism
30	Marine Mechanic	Tourism

## 5. Project Deliverables:

- Competency Standards
- Learning Materials
- Assessment Resource Books
- Trainees Log book

## 6. Selection Criteria:

### **Firm:**

- 5 or more years of experience in training and development of TVET areas.
- 5 or more years of experience in development of competency standards, instructional materials, assessment resource books and trainees log books in TVET areas.
- 5 or more years of experience in Quality Assurance
- 5 or more years of experience in curriculum/standards development, especially in TVET areas.

### **Key Staff:**

In order to successfully carry out the tasks listed above, the key staff of the consultancy firm is required to have the following qualifications and experiences:

- 5 persons in proposed team.
- All team members must have:
- Masters'/Bachelor's Degree in relevant field.
- At least 5 years of experience in training and development of TVET areas.

- Successfully completed 5 projects in one or more of these areas within the last 10 years- development of competency standards, instructional materials, assessment resource books and trainees log books in TVET sector.
- 5 or more years of experience in Quality Assurance.
- 3 or more years of experience in curriculum/standards development, especially in TVET areas.

**7. Institutional Arrangements:**

Consultant will work at their own workplace however, the consultant must attend all the relevant meetings arranged by the TVET Authority, Ministry of Higher Education.

**8. Duration of services:**

The consultancy is for a period of four (four) 4 months.



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**SELECTION CRITERIA**

**1. Selection Criteria for Firm:**

- 5 or more years of experience in training and development of TVET areas.
- 5 or more years of experience in development of competency standards, instructional materials, assessment resource books and trainees log books in TVET areas.
- 5 or more years of experience in Quality Assurance
- 5 or more years of experience in curriculum/standards development, especially in TVET areas.
- Organisation Chart of proposed team (including key staff as in ToR).
- Written Documentation stating availability of each staff of proposed team for the assignment.

**Notes to Applicant:**

*\*The required experience (as stated in criteria) of the firm should reflect similar assignments completed as a firm. Nature and duration of such assignments should be indicated.*

*\*Firm must submit supporting documents (such as completion certificates) showing evidence of the above stated requirements.*

*\* The applicant must ensure to explicitly state the elected staff clearly in their application.*

*\*All personnel (including key staff as per ToR) in the Team proposed by the Firm for this Service must submit a signed Commitment Letter indicating his/her acceptance of the assignment for this Consultancy Service according to the TOR.*

*\* Curriculum Vitae (CV) of key staff/proposed team must be submitted. The supporting documents are not required at this stage.*

## **2. Documents comprising the Expression of Interest**

Minimum Requirements that the Consulting Firm must provide with documentary evidence to prove the validity of the information:

- Letter of Expression of Interest
- Firm/Institute Registration Certificate (Valid)
- Company Profile
- MIRA Tax Registration - For Locals Only
- Pension Registration - For Locals Only

Based on the above criteria, only the selected firm will be invited to submit the Technical and Financial Proposal (whereby more information will be requested).

*Selection will be made based on Consultant's Qualification-Bases Selection (CQS) method set out in the World Bank Procurement Regulations for IPF Borrowers' Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018.*