



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

Ministry of Higher Education
Republic of Maldives

**Consultancy Firm to Develop Occupational Standard and Instructional Materials for Technical and
Vocational Education Training (TVET) Authority**
(Procurement Ref: MV-MOHE-168734-CS-CDS)

DOCUMENT CHECKLIST

All applicants are encouraged to use this checklist to facilitate the preparation of the Expression of Interest.

<u>CRITERIA</u>	<u>DOCUMENT DETAILS</u>	(✓)
• Letter of Expression of Interest	<i>Must submit Letter of Expression of Interest.</i>	
• Firm/Institute Registration Certificate (Valid)	<i>Must submit copy of Company//Institute Registration Certificate.</i>	
• Company Profile	<i>A short company profile.</i>	
• MIRA Tax Registration	<i>If applicable, must submit certificate.</i>	
• Pension Registration	<i>Must submit certificate/proof of participation in pension scheme.</i>	
• 5 or more years of experience in training and development of TVET areas.	<i>The firm must provide details on their experience. The required experience of the firm should reflect similar assignments completed/ongoing as a firm. Nature and duration of such assignments should be indicated.</i>	
• 5 or more years of experience in development of competency standards, instructional materials, assessment resource books and trainees logbooks 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.		
• Curriculum Vitae (CV) of all key staff/proposed team.		<i>Curriculum Vitae (CV) of key staff/proposed team must be submitted. The firm must meet the criteria of key staff (stated in ToR).</i>

***NOTES TO APPLICANTS:**

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a Joint Venture and/or a sub-consultancy. In the case of a joint venture, all partners must submit the required documentation for each firm separately (all partners must meet the firm qualification criteria and submit the compulsory documents).