

TERMS OF REFERENCE (ToR)
Consultancy services for the development of occupational standard and instructional materials for level 3 and level 4 water and sewerage courses

Background:

The Maldives consists of 26 natural atolls. Comprising of 1,192 small, low-lying coral islands. Stretching north to south over a total area of 90,000 sq.km. The population of Maldives is 407,660 (Census:2014) dispersed over 188 administrative islands. These islands do not have surface freshwater. Freshwater resources in Maldives are scarce and the scarcity is both temporal and spatial. The main natural freshwater resources available in the country are groundwater aquifers that occur in the porous coral sands and rainfall. The outer islands of the Maldives experience drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

The 2017 National Water and Sewerage policy (NWSP) articulates priorities for the sector and reflect the water and sewerage vision of the Maldives. The primary focus of the sector is enhancing the livelihood of Maldivians by providing access to safe water and sewerage facilities. The National policy presents a set of 9 goals and associating objectives and strategies that give precedence to ensuring access to safe water and sewerage services for all. In addition the policy emphasizes on the development of the sector through capacity building and research, strengthening legal framework, enhancing private sector involvement, and awareness and water resource protection. The National policy sets out the Government's plans for water and sewerage services in the future and the steps that will be taken to ensure provision of appropriate and sustainable water and sewerage services to all.

In an effort to accelerate the provision of water supply and sewerage services the Government of Maldives has placed great emphasis towards increasing financial resources from the national budget and much needed institutional reforms in the water and sanitation sector.

With the additional resource received from international development and donor agencies significant improvement have been made in the sector.

In response to the climate challenge, the Government received a grant from Green Climate Fund (GCF) for the project which is being jointly implemented by the Government of Maldives and UNDP to "Support vulnerable communities in Maldives to manage climate change-induced water shortages". The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by successfully completing the following 03 outputs of the project:

1. Scaling up an integrated water supply system to provide safe water to vulnerable households;
2. Introduction of decentralized and cost-effective dry season water supply systems;
3. Groundwater quality improved to secure freshwater reserves for long term resilience.

Through Activity 1.5 under Output 1, the project aims to strengthen the management and institutional capacity of the Water and Sanitation Sector which contributes to the national policy goal and strategies such as building capacity in water resources, water supply and sewerage services by encouraging local educational institutions to develop courses, facilitating technical training and educational opportunities. Similarly, support to carry out the mandated functions of the sector and achieve their development objectives over time.

TVET Authority under the 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.

Hence Ministry of Environment intends to procure professional services of an educational institute for the development of the following water and sewerage courses.

- 1) Plumbing course, level 3 and level 4
- 2) Water supply system operations and Maintenance course, level 3 and level 4
- 3) Sewerage System Operation and Maintenance course, level 3 and level 4
- 4) Utility Laboratory Technician course, level 3 and level 4

Objective:

The consultants will work with Ministry of Environment (MoEnv) and TVET Authority and other stakeholders to develop competency standards, its instructional materials, assessment resource books and trainees log books for the occupations mentioned above. The occupational standard and the materials developed should be in accordance with the specifications provided by Maldives Qualification Authority.

Scope of Services:

The tasks to be undertaken by the consultant under this outline are to be undertaken in close collaboration with MoEnv and TVET authority and relevant stakeholders as necessary.

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

- To write the competency standards in consultation with relevant Technical Panel (TP) and gain approval from sector council.
- 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 Technical panel and sector council.

#	Major Task	Details	End Product	Deadline
1	Presentation of findings during the inception phase	<p>Tasks during inception Phase:</p> <ul style="list-style-type: none"> - Review the existing relevant course materials (If any) and identify the issues that needs to be addressed to achieve the objectives of this assessment. - Carryout consultations with Ministry of Environment, TVET Authority, EPA, Utilities and other relevant stakeholders to identify major components and requirements for development of the competency standards and material 	Presentation, Work plan and inception report	1 month from signing of the contract
2	Standard Development	Develop the standards required for the level 3 and 4 Occupations and present it to the technical panel for review and approval.	<p>Occupational standards for:</p> <ol style="list-style-type: none"> 1) Plumber level 3 and level 4 course 2) Water supply system operations and Maintenance level 3 and level 4 course 3) Sewerage System Operation and Maintenance level 3 and level 4 course 4) Utility Laboratory Technician level 3 and level 4 course 	1 months from Task one
3	Instructional materials, assessment resource book, and trainees log book	Develop all the course materials required for the level 3 and 4 courses under the occupational standards developed and	<p>Course materials for:</p> <ol style="list-style-type: none"> 1) Plumber level 3 and level 4 course 	1 months from Task one

		present it to the Technical panel for review and approval.	<ul style="list-style-type: none"> 2) Water supply system operations and Maintenance level 3 and level 4 course 3) Sewerage System Operation and Maintenance level 3 and level 4 course 4) Utility Laboratory Technician level 3 and level 4 course 	
4	Finalise the technical standard and course materials required for the Level 3 and Level 4 Courses	<p>Review and bring changes suggested from the sector council (If any)</p> <p>Present the final outputs of the assignment</p>	<p>Finalised standards and course materials for:</p> <ul style="list-style-type: none"> 1) Plumber level 3 and level 4 course 2) Water supply system operations and Maintenance level 3 and level 4 course 3) Sewerage System Operation and Maintenance level 3 and level 4 course 4) Utility Laboratory Technician level 3 and level 4 course 	1 month from task 2 & 3

Required Qualifications and Experience:

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

Project team:

Team leader

1. Bachelors Degree in the field of Education, Teaching, Curriculum Development, or related field. Masters Degree will be preferable.
2. 5 Years of General experience in the field of Education, Teaching, Curriculum Development, or related field.
3. A minimum of 2 assignments in the development of curriculum or/and training courses
4. Knowledge and Experience in the field of Water Resource Management, Environmental Management, Environmental Engineering will be an added advantage

Technical Staff

1. Bachelors Degree in Civil / Environmental or Management or related field.
2. Technical trainers should have a Minimum 2 year work experience in Water Resource Management, Environmental Management, Environmental Engineering and any other relevant field.
3. Experience in community training skills, and in working with teams

Support staff

1. Diploma level qualification in a relevant field
2. General experience in Administrative works
3. Knowledge and Experience in the field of Human Resource Management, Logistics and Administration will be an added advantage

Deliverables:

The following are the deliverables.

- (1) Presentation, Work plan and inception report
- (2) Competency standard for the four courses,
- (3) Instructional materials for the four courses ,
- (4) Assessment Resource Book for the four courses,
- (5) Trainees Log book for the four courses

Institutional Arrangements:

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

Duration of services:

The consultant will be hired as a specialist/consultant under the project and will be paid in accordance with the agreed rate upon completion of the outputs specified in the TOR and the contract.

The duration of the assignment is 3 to 4 months.

SELECTION CRITERIA

Technical evaluation (70% weight)

Financial evaluation (30% weight)

Evaluation Criteria

Team leader (30%)		
1	Bachelors Degree in the field of Education, Teaching, Curriculum Development, or related field. Masters Degree will be preferable.	(Full marks will be awarded for who have achieved the set maximum educational qualifications) Masters : [40] Degree: [20]
2	5 Years of General experience in the field of Education, Teaching, Curriculum Development, or related field.	[10]
3	Knowledge and Experience in the field of Water Resource Management, Environmental Management, Environmental Engineering will be an added advantage	[10]

4	A minimum of 2 assignments in the development of curriculum or/and training courses	(full marks will be awarded for who have conducted 02 or more similar assignments) [20]
Technical Staff (20%)		
1	Bachelors Degree in Civil / Environmental or Management or related field.	Degree [20]
2	Minimum 2 year work experience in Water Resource Management, Environmental Management, Environmental Engineering and any other relevant field.	[10]
3	Experience in community training skills, and in working with teams	[10]
Support Staff (20%)		
1	Diploma level qualification in relevant field	Diploma [20]
2	General experience in Administrative works	[10]
3	Knowledge and Experience in the field of Human Resource Management, Logistics and Administration will be an added advantage	[5]
Financial Proposal (30 %)		
1	Financial Price	The Financial Price will be evaluated as per following: $Sf = 100 \times Fm / F$ in which Sf is the financial score, Fm is the lowers price and F the Price of the proposal under consideration. [30]

Terms of Payment:**Payment Schedule**

Payments (in %)	Details
1 st Payment 10%	Upon Presentation and submission of Work plan and inception report
2 nd Payment 25%	After the submission of the first draft of the competency standard, learning materials, assessment resource book and trainees log book
3 rd Payment 25%	After submission of the documents with the adjustments based on the feedback from the Technical panel
4 rd and Final Payment (40%)	After final standards and documents are approved from sector council

REPORTING

The Consultant will report directly to the Project Manager of GCF and /or her designated authority. He/she will be expected to work closely with the GCF Project Management Unit and WATSAN Department.

The Consultant is required to report to Ministry of Environment, once every 2 weeks for 2 hours, during the assignment period.

The consultant shall ensure that all the required materials for the assignment are prepared on time in accordance with the requirements of Ministry and or TVET authority.

SUBMISSION REQUIREMENTS

The PROPOSAL shall be submitted in a sealed envelope super scribed '**FOR OCCUPATIONAL STANDARD AND INSTRUCTIONAL MATERIALS DEVELOPERS**

'With following details shall be submitted in hard copy on 26th August 2020, 1000 Hours To:

Procurement Unit

Ministry of Environment

Green Building, Handhuvaree Hingun,

Maafannu, Male'20392,

Republic of Maldives

Tel: +960 3004300, Fax: +960 3004301

Email: sanitation@environment.gov.mv

The Consultant should submit the following documents:

- 1- Company Registration certificates including tax registration
- 2- CV and National Identity card of the individual (Please include the updated CVs)
- 3- Proposed Team with assigned roles (must be as per the TOR)
- 4- Proposal (Work Plan)
- 5- Letters of Previous work done
- 6- Financial Proposal

Ministry of Environment reserves the right to accept or reject any of all proposals assigning any reason thereto. Application received after the deadline shall not be considered.

Opening of all proposals will be made on 26th August 2020, 1000 Hours in presence of all the respective bidders.