



National Institute of Education
Republic of Maldives

REQUEST FOR PROPOSAL

**Appointment of an International Institution / Firm to
Support Teacher Training on Online Education (Pedagogy
& Assessment) and Related Policy Development**

Issued on: 21th December 2020

Issued By:
National Institute of Education
(Ministry of Education)

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised Date	21 th December 2020
Registration Deadline	Before 1400hrs (MVT) on 30 th December 2020
Bid Clarification Deadline	Before 1400hrs (MVT) on 30 th December 2020
Submit proposals	From 08:00 hours Maldives Time on 11 th January 2021 till 08:00 hours Maldives Time on 12 th January 2020

2 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS) and Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**.

Furthermore, the following related documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required Forms.

- 1. Proposal Form (Form Tech-1)
- 2. Consultant's Organization & Experience (Form Tech -2A&2B)
- 3. Approach, Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -5)
- 6. Work Schedule (Form Tech -6)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)

Please CHECK in the BOXES to confirm the submission of the required related documents.

- 9. Firm / Institution profile
- 10. Firm / Institute registration certificate
- 11. Organization chart of the Company/ Institute

- 12. Copy of the National Identity Card/Passport, Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech-5
- 13. Stamped/signed project completion letters for ALL the Training Programs Listed under FORM TECH-2: Proponent's Organization and Experience Form. (Cross refer to Project# in the Form)
- 14. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided.

3 LETTER OF INVITATION

Subjects: Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy & Assessment) and Related Policy Development

The Government of Maldives represented by the National Institute of Education (NIE) under Ministry of Education has received funding from the UNICEF for the project “Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy & Assessment) and Related Policy Development” in the Maldives and intends to apply the proceeds towards this project as stipulated in the TOR.

The main objective of the consultancy is to empower and provide training to local trainers enabling them to undertake online education training for teachers. Developing a self-paced online training module for teachers and helping a team from NIE to develop a policy on online education are part of this objective.

A detailed Terms of Reference (TOR) for the above components and Request for Proposal (RFP) for the consulting services is attached to the gazette advertisement and also made downloadable on NIE website www.nie.edu.mv. Interested consultation firms/Institutions may obtain further information via email to procurement@nie.edu.mv.

The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ using the link: <https://forms.gle/Hs3RkCxp2CYpime8> before 14:00 hours Maldives Time (GMT+5) on 30th December 2020. Only registered bidders will be qualified to submit a bid proposal. There will be no pre-bid meeting.

For any inquiries, please email to the following address from 14:00 hours Maldives Time on 21 December till 14:00 hours Maldives Time on 30 December 2020:

Email: procurement@nie.edu.mv

Copy Email: hussain.majid@nie.edu.mv

Bid proposals shall be submitted by email to procurement@nie.edu.mv with the name of the project as the subject of the email preceded by “Bid for” (e.g. Bid for an International Institution / Firm to Support Teacher Training on Online Education and Related Policy Development). Bid proposals shall be valid for a period of **45 days** from the date of Opening.

Bids should be submitted between 08:00 hours Maldives Time on 11th January 2021 till 08:00 hours Maldives Time on 12th January 2021. Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at Maldives time 08:00 hours on 12th January 2021. Any late bids will be rejected.

4 INSTRUCTIONS TO CONSULTANTS

4.1 Introduction

- a) The Client named in the **Data Sheet** will select a Company/ Institution from those Firms that submit their proposals for this request.
- b) Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select an institute/ company/firm (the consultant) from those who submit their proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the consultancy specified in the data sheet. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements.

4.2 Conflict of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

4.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of Anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “Coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - Acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the Institute/Company/Firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and

- d) Will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

4.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 6. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the institute/ company/firm, on assignments of a similar nature are required in FORM TECH 2A & 2B of Section 6. For each assignment, the outline should indicate the names of Sub- Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy institute/company/firm. Assignments completed by individual Professional staff working privately or through other organizations cannot be claimed as the experience of the institute/company/firm, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).
- e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

4.8 Financial Proposal Format and Content

- a) Financial Proposal submitted shall include the total cost specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

4.9 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**. Requests for clarifications need to be submitted latest by the date and time provided in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

4.10 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

4.11 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the institute/company/firm.
- c) Applicants shall submit a "Compliance Statement" stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions if applicable shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single email and one
- e) Printed copy shall be sent by courier when and if requested by the Client to the address indicated in the Data Sheet. The email for the proposal shall bear the submission address, reference number and be clearly indicated by the Subject of the email. The Client shall not be responsible for missing documents or premature opening if the Subject of the email is not stated as stipulated. This circumstance may be case for Proposal rejection.
- f) The Proposals must be emailed to the address indicated in the Data Sheet and received by the Client no later than the date specified in the Data Sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be rejected.

4.12 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in

the rejection of the Consultants' Proposal.

- b) The Proposals shall be opened at an online meeting in the presence of the Consultants' representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted institute/ company/firms.
- c) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- d) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- h) The highest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 25 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal as indicated in the Evaluation Criteria. The Party achieving the highest combined technical and financial score for the Proposal will be invited for negotiations.

4.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.

- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of willful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilize the part of the deliverables that has been delivered.

4.13.1 Limitation of Damages

- i. No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss; unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.
- ii. Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- iii. The said limitations shall not apply in the case of gross negligence or willful misconduct on the part of the Consultant or anyone for whom it is responsible.

4.14 Retention

- a) The payment of any interim certificate according to contract will amount to deduction for retention, calculated by applying the percentage of retention stated in the **Data Sheet** to the total of the above amounts, until the amount so retained by the Employer reaches the limit specified in the **Data Sheet**.
- b) The repayment of retention shall be on the basis specified in the **Data Sheet**.

5 DATA SHEET

5.1.a	Name of the Client: National Institute of Education Ghaazee Building, 2 nd Floor, Ameer Ahmed Magu, Henveyru, Male', 20125, Republic of Maldives
5.1.b	<i>Financial Proposal to be submitted together with Technical Proposal in a single email on the same day and time specified.</i> <i>Please write name of the Consultancy assignment and other required details as per clause 4.11 as the subject of the email.</i> Name of the assignment is: " <i>Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy & Assessment) and Related Policy Development</i> ".
5.2 Validity	Proposals must remain valid up to 45 days after the submission date.
5.3 Clarifications of RFP Documents	Interested consultants may email to obtain further information/clarifications no later than 14:00 hours Maldives Time on 30th December 2020 . Email: procurement@nie.edu.mv Copy email: hussain.majid@nie.edu.mv
5.5 Submission, Receipt, and Opening of Proposals	The Proposal submission email address is: Email: procurement@nie.edu.mv National Institute of Education

	<p>Proposals shall be submitted to the below email address between 08:00 hours Maldives Time on 11th January 2021 till 08:00 hours Maldives Time on 12th January 2021. Only bids submitted at this time will be eligible to proceed to evaluation and Late bids will be rejected.</p> <p>Email to submit bid proposals: procurement@nie.edu.mv</p> <p>No pre-bid meeting will be held</p> <p>Interested parties should register their interest by using the link below no later than 14: 00 hours (Maldives Time) on 30th December 2020. Only those parties who register their interest will be allowed to participate in the bid.</p> <p>Registration form link: https://forms.gle/Hs3RkCxbP2CYpime8</p> <p>Proposal of additional or alternative conditions to RFP is not allowable</p>
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<p>5.6 Evaluation of Proposals</p>	<p>Preliminary Evaluation: Institute/ company/firm who does not fulfill the following criteria will be disqualified from the Technical evaluation:</p> <ul style="list-style-type: none"> a) Institute/ company/firm shall not propose Project Team and a Team Leader with one ongoing assignment. b) Institute/company/firm must be a registered higher educational institution or affiliated with such an institute <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p>1. Qualifications as stipulated in the TOR (maximum 45 points). This will be assessed by going through the company profile and the CV's of the members of the consultancy team.</p> <table border="1" data-bbox="414 828 1469 1041"> <thead> <tr> <th>Details</th> <th>#</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Strength of the company profile (15 points)</td> <td></td> <td></td> </tr> <tr> <td>Adequacy and soundness of the technical proposal (20 points)</td> <td></td> <td></td> </tr> <tr> <td>Postgraduate degree of the proposed team members related to the assignment @2 points each (max. 5 staff)</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Note: Company/Institution profile and CVs of staff proposed for the team must be submitted</i></p> <p>2. Relevant work experience in policy making, especially in learning and assessment and undertaking of similar assignments (maximum 30 points)</p> <table border="1" data-bbox="414 1232 1469 1480"> <tbody> <tr> <td>Experience in developing school education policies in general (7 points)</td> <td></td> <td></td> </tr> <tr> <td>Facilitation of Online/Distance Education @4 points/each (max. 2) (8 points)</td> <td></td> <td></td> </tr> <tr> <td>Creation of digital learning resources for teachers and students. (10 points)</td> <td></td> <td></td> </tr> <tr> <td>Experience in developing policies on online education. (5 points)</td> <td></td> <td></td> </tr> </tbody> </table>	Details	#	Points	Strength of the company profile (15 points)			Adequacy and soundness of the technical proposal (20 points)			Postgraduate degree of the proposed team members related to the assignment @2 points each (max. 5 staff)			Experience in developing school education policies in general (7 points)			Facilitation of Online/Distance Education @4 points/each (max. 2) (8 points)			Creation of digital learning resources for teachers and students. (10 points)			Experience in developing policies on online education. (5 points)		
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The marks of this section will be based on conformity of the FORM 3&6 to the Scope of Works and Deliverables as in the TOR.

The minimum technical score (St) required to pass is: **45** Points

3. Financial Proposal (25 marks)

Points are allocated based on the formula [(lowest price/proposed price) x 25]

The general formula for determining the financial scores is the following:

$S_f = 25 \times F_m / F$, in where S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The above calculation is based on this formula.

6 TECHNICAL PROPOSAL - STANDARD FORMS

6.1 FORM TECH-1: Proposal Submission Form

(use institution/firm letter head)

[Location, Date]

To:

Mohamed Nasru,
Director,
Finance Unit,
National Institute of Education
Ameer Ahmed Magu, Male', 20125
Republic of Maldives

Dear Sir:

We, the undersigned, offer to provide the consultancy service for **“Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy and Assessment) and Related Policy Development”** in accordance with your announcement for Request for Proposal dated [20th December 2020] (announcement number: (IUL)451-FP/1/2020/16) and our Technical Proposal. We are hereby submitting 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 fulfill the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and Address of the Firm:

-

6.2 FORM TECH-2: Consultant's Organization and Experience

2A – Proponent's Organization

[Provide here a brief (two pages) description of the background and organization of your firm.]

2B – Experience of the firm/ institution (General Experience)

*[Using the format below, provide information on each contract/assignment for which your Organization, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar or related projects/activities as needed in TOR and selection criteria**. Each project should be accompanied by reference letters from the client to be counted as a valid experience.]*

Project Reference Number:	
Contract/Activity Name:	Value of the contract (in MVR/USD):
Country: Location within the country:	Duration of assignment/activity (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in MVR/USD):
Start date (month/year): Completion date (month/year):	No. of professional staff-months and Value of the services provided by associated Proponents:

Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

Firm's Name: _____

2B – Experience of the institute/ company/firm (Specific Experience)

*[Using the format below, provide information on each contract/assignment which the Lead Consultant and/or Associate Consultant has undertaken, which can be considered as “Specific Experience” as per the evaluation criteria (refer evaluation criteria) stated in the **Data Sheet**. Use up to 10 Projects (or as required). Each project should be accompanied by reference letters from the client]*

Project # _____

Contract/Project Title:	Value of the contract (in MVR/USD):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO. of calendar-months of the assignment:
Address:	Approx. value of the services provided by your institute/ company/firm under the contract (in MVR/USD):
Start date (month/year): Completion date (month/year):	NO. of calendar-months provided by associated Proponents:
Name of associated Parties, if any:	Name of professional staff of your institute/ company/firm involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

organization/entity’s Name:

NOTE: Project Completion Letters (signed by the Client) must be submitted for each of the above individual projects

6.3 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- c) Organization and Staffing,*

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 highlight the main activities and sub-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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

6.4 FORM TECH-4: Team Composition and Task Assignment

<i>6.4.1 Professional Staff</i>				
Name of Staff	organization	Area of Expertis	Position Assigned	Task Assigned
Team Leader				
Program Designer				
Training Expert				
Online Education Expert				
Support Expert (logistic and training after-care).				
Local Liaison Officer				
(use if required)				

Note: Team Leader and Local Liaison Officer role may be assigned to any team member/s or included in the team as dedicated personnel for those tasks. Other positions must be occupied by individual staff members (one for each position).

6.5 FORM TECH-5: Curriculum Vitae (CV) for proposed team

1. **Proposed Position** [*As per Form Tech-4*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:**_____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [Starting with present position, list in reverse order every employment held by staff member 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:

11. Summary of Training/ Consultation Undertaken/Role:

- Name of training/ Consultations
- Scope of Training/ Consultation
- Role/ Position undertaken
- Period of Consultation/ Training

12. Current commitments in Ongoing Projects

Name of the Contract/Project:

From [Month/Year]: To [Month/Year]:

Positions held:

Summary of Role:

A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual

Note: Add as separate section if 2 different areas of specific experience is required in TOR

6.6 FORM TECH-6: Work Schedule

Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy and Assessment) and Related Policy Development

Activity/Deliverable												
	Deadline	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21				

Use this format or a similar acceptable format that are being used in projects for work schedule purpose. The institute/ company/firm shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverable

FINANCIAL PROPOSAL – STANDARD FORMS

FORM FIN-1: Financial Proposal Submission Form

(use institution/firm letter head)

[*Location, Date*]

To:

Mohamed Nasru,
Director,
Finance Unit,
National Institute of Education
Ameer Ahmed Magu, Male', 20125
Republic of Maldives

Dear Sir:

We, the undersigned, offer to provide Training service for “Appointment of an International Institution / Firm to Support Teacher Training on Online Education (Pedagogy and Assessment) and Related Policy Development” in accordance with your Request for Proposal dated [20th December 2020](announcement number:(IUL)451-FP/1/2020/16) 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.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and Address of the Firm: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form Fin-2

TERMS OF REFERENCE

Terms of Reference for an International Institution to Support Teacher Training on Online Education (Pedagogy and Assessment) and Related Policy Development

1. Purpose of assignment (attach background documents if any)

Background to the proposed intervention

The Maldives is composed of about 1100 scattered islands of which about 202 are inhabited. Each island is separated by the sea. The Maldives has a history of distance and online education. In the latter part of 1990, there were distance education programs carried out by Non-Formal Education Unit (the present National Institute of Education - NIE) of Ministry of Education. It was not a time of internet and mobile phones. Communication among islands took place over walkie talkie and radio telephone. Materials like printed books and audio tapes were distributed to islands by sea-route. To clear doubts, participants had to attend the walkie talkie post of island administration office where their doubts are cleared by tutors working at the central level. NIE has been continuing online education in different forms and on different platforms until to date.

The pandemic COVID-19 affect the education system throughout the world and Maldives is no exception. On 19th March 2020, all schools and government offices were closed, and the country went into a full lockdown on 15th April 2020. More than 91,000 school children in the Maldives are affected by the prolonged school closure.

From the time the schools were closed on 19th March 2020, teaching and learning continued in Key Stages 4 and 5 (Grades 9, 10, 11 and 12) through online and distance modes. But with the country going into full lockdown on 19th April 2020, online and distance learning discontinued as getting together for preparation and recording of lessons were not possible. The classes resumed in June with arrangements made mostly in island schools for preparing online lessons. This included play-based learning activities (for FS), lessons and literacy/numeracy fun activities conducted via Telikilaas and use of Google Classroom to interact and deliver lessons. Some of the other digital platforms used were Google Meet, YouTube, TED-ED, Filaa Portal (owned by MoE), Google Drive, Edu Page and Moodle.

With this new mode of learning, smiles lit-up on the faces of everyone, especially students, parents and teachers. The excitement, engagement and dedication were not without any challenges. Technical capacity of teachers being not enough, slow internet connectivity, expensive internet access and lack of experience in working from home are among major challenges. The Maldives Education Response Plan for COVID- 19 proposed interventions to address the technical capacity of teachers for online and distance learning. With support from UNICEF, MoE supported a program to train and certify a total of 2000 teachers in G-Suite. To,

date a total of 1400 teachers have been certified and a total of over 2500 are undergoing the G-Suite training. But it suggested that this is unlikely to be sufficient enough *“to provide the necessary skills to make teachers competent in designing and delivering effective and interactive lessons, including appropriately conceived assignments”* (p. 29). The plan also notes that there is neither an enabling policy nor an established digital infrastructure to support a good virtual learning system.

In addition, the NCF (National Curriculum Framework) of the Maldives promotes holistic approach to education and emphasis is laid on developing individuals who are confident in using technology, employ digital technologies and communication tools successfully. Hence it is a requirement for teachers to be fully equipped with digital pedagogical skills to enable integration of ICT in their subjects of specialization.

As such, this TOR proposes capacity building and upskilling of teachers in online pedagogy and assessment and strengthening the policy framework for online and distance learning.

2. Objectives and Scope of Work of the proposed intervention

The purpose of the assignment is to:

1. To develop and implement a comprehensive training program for the teacher trainers and curriculum developers at the National Institute of Education on providing online education (covering online and televised lessons), focusing on pedagogy and assessment of online education.
2. To develop an online, self-paced interactive short course of 20 hours for teachers on online education focusing on assessment and pedagogy in online education.
3. To provide technical support to the policy planning team of the Ministry of Education and the National Institution of Education to draft a policy for online education.

3. Duty station:

Maldives, Male

A coordinator or a liaising person from the institution should be stationed in Male’ for the duration of the consultancy

4. Supervisor

Education Development Officer Coordinator Hussain Majid supported by the project team.

5. Major tasks to be accomplished

Major tasks to be undertaken by the consultant in the intervention	Deliverables
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<p>a) In consultation with the NIE teacher trainers and the curriculum team, develop and implement a comprehensive training program for the teacher trainers, curriculum developers and coordinators of the Teacher Resource Centres on providing online education (covering online and televised lessons), focusing on pedagogy and assessment of online education.</p> <ul style="list-style-type: none"> • Identify the learning needs in consultation with NIE team to inform the design of the training program. • The training would cover 1) effective online pedagogies, 2) online assessment methods and tools, 3) marking and online feedback to learners, 4) synchronous and asynchronous delivery, 5) handling online communication with learners, 6) preparing audio-visual materials including audio-video editing, 7) integrating technology in lessons 8) anti-bullying and anti-harassment strategies 9) conducting webinars 10) basic strategies for online SEN teaching 11) conducting listening classes online 12) doing student assessment analysis online 13) screen casting 	<ul style="list-style-type: none"> • Report on the learning needs assessment. • Final set of training materials and modules. • Training delivered for 70 teacher trainers, curriculum developers and coordinators of the Teacher Resource Centres (list of staff).
<p>b) In consultation with NIE teacher trainers and the curriculum team, develop a general one online, self-paced, interactive short course of 20 hours for teachers on online education focusing on assessment and pedagogy in online education. This course is a general online education course which will cover basic skills for online pedagogy and assessment.</p> <ul style="list-style-type: none"> • This course will be finalized in consultation with NIE team. This general course should cover basics of effective online pedagogies, assessment methods and tools, feedback mechanisms, preparing digital teaching aids, online communication, online marking and feedback, anti-bullying and anti-harassment strategies, technology integration into online teaching. 	<ul style="list-style-type: none"> • Final course developed and made available online on Canvas for teachers • Technical guide developed
<p>c) Provide technical support to MoE and NIE team to draft a policy for online education. This task will include the following inputs:</p> <ol style="list-style-type: none"> i) Provide an orientation to the team on how to develop a policy on online education and the elements to include in it. ii) Provide the team with a template to write the policy. 	<ul style="list-style-type: none"> • Final draft of the policy on online education.

<p>iii) Once the MOE and NIE team provides the first draft of the policy, provide feedback to improve the draft.</p> <p>iv) Provide technical approval of the final draft</p>	
<p>6) Estimated duration of contract</p> <p>Four calendar months starting from February 2021</p>	
<p>7) Official travel involved</p> <p>Due to travel restrictions because of COVID-19, no local travel will be undertaken.</p>	
<p>8) Estimated cost of the consultancy (to be proposed by the consulting institution / firm)</p>	
<p>9) Qualifications or specialized knowledge and/or experience required</p> <ul style="list-style-type: none"> • The company or institution must have a minimum of 5 years of experience in providing training on online and/or distance learning • Must have at least 7 years of experience in developing education policies, especially on learning and assessment. • Must have proven ability to deliver high quality training • Excellent training and facilitation skills. • Specialized knowledge and experience in developing online courses. • Excellent verbal and written communication skills in English, and the ability to prepare forms, reports, and relevant documents in English • The institution should suggest a team for this consultancy. • Suggested team composition: (1) Program Designer, (2) Training Expert, (3) Online Education Expert, (4) Support Expert (logistic and training after-care). A program leader from among the team or otherwise should be identified and named. • The key expert minimum qualification requirements are postgraduate degree in the field of expertise as a member of the team • Mandatory documents: letter of expression of interest, institute registration certificate (valid), company profile, a technical proposal to implement the consultancy, CVs of proposed team members, evidence of projects completed successfully, evidence of institutes capacity to meet the requirement, evidence of financial strength to carry out the project (such as audit statement, bank document... etc.) 	
<p>10) Payment schedule</p> <p>The consultancy will be hired as an international consultancy from an institution or firm and will be paid in accordance with the agreed rate in phases with respect to deliverables. The payment will be</p>	

divided as per the output of the consultancy. The institution or firm should complete and submit the final documents as agreed and after finalizing and accepting the documents only the payment will be issued. A tentative payment schedule is given below.

No:	Deliverables	Payment %
1	Developing the training module for teacher trainers, curriculum developers and coordinators of the Teacher Resource Centres with a training schedule and approval of these tools and training schedule.	20%
2	Submit and approval of the report of the training delivered to 70 teacher trainers, curriculum developers and coordinators of the Teacher Resource Centres	20%
3	Developing the online, self-paced interactive short course of 20 hours on online education and made it available online on Canvas platform	20%
4	Providing technical support to the National Institute of Education and Ministry of Education team to draft a policy on online education and producing the final draft of the policy	10%
5	Final report of the consultancy submitted and accepted by the National Institute of Education and Ministry of Education team.	30%