



**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

Consultant to Develop Operational Framework to Establish Career Guidance Services in Maldives
(Procurement Ref: MV-MOHE-194857-CS-INDV)

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.

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

2. Objective of the Assignment

The overall objective of this assignment is to develop an operational framework to establish a comprehensive system of Career Guidance services and an operational guideline to support providing the services. This will be used to establish a Career Hub in the Greater Male' area and an online platform which will provide the services or facilitate activities such as education, information, guidance, coaching, mentoring, counselling, talks, fairs on Career Guidance and internships, taster programmes and work place visits to assist young people make educational, training, occupational choices and to manage their careers. The training referred here include technical and vocational training and occupational choices include entrepreneurship.

3. Scope of Work:

It is expected that the following key activities will be completed for this assignment:

3.1 Conduct a Feasibility Assessment for establishing Career Guidance Services through physical Career Hub(s) and an online platform inclusive of the following outputs:

- a. Collection of primary data and compilation of available secondary data on career services and other key variables that the consultant believes would be useful for carrying out the feasibility assessment which may include a checklist of Career Guidance resources and programs that are already in place.
- b. Detail a proper methodology to determine plausible engagement with the physical facility and online platform given the recommendations provided in the framework and the data analyzed.
- c. Analysis and reporting of said data.
- d. Determine whether to provide Career Guidance Services from the existing JobCenter platform on <https://jobcenter.mv/> or develop a new platform.
- e. Estimate the capital cost of establishing the Career Hub(s) to provide Career Guidance Services and online platform and the recurrent operation cost for the following 2 years.
- f. Submit final feasibility assessment report.

3.2 Development of the Operational Framework for the Career Guidance Services inclusive of the following outputs:

- a. Establish coherent definitions for the clients of the physical facilities and online platform based on different groups of people who may use the services including job seekers and employers.
- b. Details of value proposition for the potential client base including the details of services that should be offered by the physical facilities and online platform separately and how these proposed services would contribute to solving existing challenges facing job-seekers and employers.
- c. Assist in identifying the key structures and the interior design requirements of physical career hubs to create an inclusive and accessible hub for youth and PWDs among others.
- d. Determine the different strategies to engage the stakeholders who may include but is not limited to schools, training providers, employers' associations and employees' associations.
- e. Determine the key amenities required at the Career Hub(s) and online platform referencing the data collected during the feasibility assessment.

- f. Detail and establish the operational policies and procedures of the physical facilities and online platform including staffing requirements, procedure for the selection of beneficiaries and procedure for allowing the usage of certain common items in the facility.
- g. Detail and establish the procedures of services to be provided and activities to be facilitated. Preference could be given to use self-help approaches while enhanced services are made available for job-seekers who are unable to make use of those and require personal assistance.
- h. Develop a 4-year action plan to expand and improve the services and activities facilitated in terms of quantity, quality and accessibility among other things that need to be implemented by various stakeholders with a monitoring and evaluation framework. The idea is to start small and have a comprehensive Career Guidance Service system established accessible to all.
- i. Identify the training needs and an accompanying training plan required to provide the services.
- j. Develop Terms of References (TORs) to develop the training materials and or to train the people providing the career guidance services, referring to the training plan.
- k. Develop a monitoring and evaluation framework to get feedback from the users to improve services.
- l. Assist in development of Terms of References (TORs) for the software and applications required for the Career Hub(s).
- m. Assist in development of TORs for the developer of the online platform, the staff that will be required to operate and provide the services of physical facility and online platform.
- n. Assist in development of TORs for the development of the major materials and self-service tools that will be required for the physical facility and the online platform.

4. Deliverables and Timeline

- a. Submit an inception report including work plan (timeline) and suggestions (if any) to revise the scope of work for the assignment within 2 weeks after contract signing.
- b. Submit draft feasibility assessment as detailed out in Scope of Work above and make a presentation to obtain feedback within 6 weeks after contract signing.
- c. Submit draft operational framework as detailed out in Scope of Work above and make a presentation to obtain feedback within 10 weeks of contract signing.
- d. Submission of final feasibility assessment and operational framework within 12 weeks of contract signing

The assignment is expected to be completed within 12 weeks of contract signing.

5. Qualifications and Experience

- a. Master's Degree in psychology, sociology, social work, education or in a related field.
- a. At least 2 years' experience in leading the operations or management of career guidance services center; or related youth and employment services (OR); at least 3 years' experience in providing career guidance services.
- b. Demonstrated experience in setting up at least 1 Career Service center will be an added advantage but not a must.
- a. Past work assignments with the Maldivian Government/Donor Organizations or Civil Society Agencies in the field of employment and youth empowerment, including demonstrated knowledge and understanding of the Maldivian labour market, including the current context, trends and demographics will be an added advantage but not a requirement.

Other competencies:

- a. Ability to prepare high quality reports in English.
- b. Good command of the English language.

6. Institutional Arrangements, Reporting and Supervision

The consultant will work under the guidance and direction of Ministry of Economic Development (MoED) and the progress of the work carried out shall be reported to both MoED and PMU/MoHE. If the consultant is international, he/she should be available to work in the Maldives. The consultant will work in a place agreed with MoED or PMU and will be required to take part in all the relevant meetings.

7. Terms of Payment

The consultant will be hired under the project and will be paid in accordance with the agreed financial proposal upon completion of the outputs specified in the TOR and the contract.

8. Duration of the Assignment

This consultancy is for a period of 12 weeks (3 months).

9. Confidentiality, Ethics and Conflict of Interest

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultant 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 Client. Any draft reports and other documents produced by the consultant will be discussed and cleared with the Client before their final issue.

10. Duty of Care

The MEERY Project will share available information with awardees on security status and developments in Maldives where appropriate. The Consultant will be responsible for his/her safety and security and ensuring that appropriate visas are taken (if required).