



**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 National Competency Standard and Instructional Materials
for Waste to Wealth Program and Conduct Trainings.**

(Procurement Ref: MV-MOHE-213956-CS-CQS)

1. Background:

The Maldives is a small island state with special climate fragility and a highly dispersed population. The World Bank’s Maldives Country Partnership Framework has an overarching goal to enable a more inclusive and sustainable growth structured around three focus areas consistent with the South Asia Regional Strategy: (i) enhancing employability and economic opportunities for Maldivians, (ii) strengthening natural resources management (such as fisheries) and climate resilience, and (iii) improving the efficacy of public finance management and policy. It has a cross cutting focus on youth, gender, and governance. A PROBLUE Trust Fund has been approved to respond to the second pillar through a focus on a reduction of plastics waste leaking into and impacting the oceans on which the Maldives Blue Economy depends. It also contributes to the other CPF goals by forging integration with work on waste management and prevention, sustainable fisheries; effective policy implementation, youth education, employment generation, engagement of women, and climate resilience. The plastics and solid waste management reduction would contribute directly and indirectly to fostering tourism.

The Maldives Enhancing Employment and Resilience of Youth (MEERY) Project in partnership with the Clean Environment Project is contributing to address the challenges. The Project Development Objective (PDO) is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. Incremental PROBLUE resources are being used to prepare a ‘Waste to Wealth’ skills development program for youth in the Maldives. The program will include plastics waste reduction goals by supporting the integration of solid waste management and circular economy innovation as one of the priority skills development and technical training themes. One of the technical schools—The Coastline Foundation in the Maldives has been identified as a partner to champion training on waste resource management and innovation for a more circular economy, will receive training of trainers training, and take over the implementation of the ‘Waste to Wealth Management’ course after the first-time offering.

2. Objective(s):

The objective of the assignment is to extend technical support to the Ministry of Higher Education (MoHE), the Ministry of Economic Development (MoED), and the Ministry of Environment (MoEn) for developing the curriculum aligned to technical vocational education and training (TVET) Level 3 standards. The course will directly contribute to the Maldives' goals to promote a more circular economy and phase out of single use plastics.

3. Roles and Responsibilities of the Assignment:

The World Bank MEERY Project team is seeking the services of an established training institute to provide technical assistance to the TVETA/MoHE, MoEn, and MoED to:

- (1) Adapt/develop a competency standards framework for TVET level 3 program adhering to the Maldives TVETA guidelines.
- (2) Develop a curriculum aligned with the standards.
- (3) Adapt/develop a course in 2 formats: (b) Face-to-face, and (ii) remote learning for a mix of formats—audio, video, online--for the 'Waste to Wealth' TVET level 3 program taking a modular approach to sequencing the rollout and prepare teaching-learning materials for the same.
- (4) Develop and assist to rollout the student assessments for each module of the 'Waste to Wealth' TVET level 3 program.
- (5) Deliver the first-time offering of the 'Waste to Wealth' TVET level 3 program. And,
- (6) Train the trainers content development and program for future rollout of the program.

4. Deliverables & Guidelines:

A. Competency standards framework for TVET level 3 program adhering to Maldives TVETA guidelines

Towards developing a competency standards framework for TVET level 3 program adhering to the Maldives TVETA guidelines, the training institution would engage with Maldivian stakeholders including but not limited to the TVET Authority (TVETA), waste management industry & regional centers, educational institutions, professional bodies, and pertinent global experts for consultations and produce the competency framework document based on the TVETA template, for approval by the competency standards stakeholder committee and adoption by the TVETA.

B. Curriculum for the Waste to Wealth module sequence

On the basis of the competency framework developed, the training institution would develop a curriculum on Waste to Wealth Management at TVET level 3 with a sequential modular approach.

C. Adapt/Develop the course and teaching-learning materials for the modules

Based on the curriculum developed, the firm should adapt/develop a course in 2 formats: (i) face-to-face, and (ii) remote learning for a mix of formats—audio, video, online--for the ‘Waste to Wealth’ TVET level 3 program modules. The course should include teaching and learning materials (TLM) for the Waste to Wealth course modules. The materials should be based on pedagogic principles, include local and global case studies as appropriate, should provide ample opportunities to the learners to integrate 21st century skills with content knowledge and skills in waste management.

D. Develop and assist to rollout the student assessments for each module of the ‘Waste to Wealth’ TVET level 3 program

Each module of the program would require an interim assessment to evaluate student performance. Based on the evaluation, refine the teaching-learning materials.

E. Deliver the first-time offering of the ‘Waste to Wealth’ TVET level 3 program

Due to the COVID-19 pandemic lockdown, the first-time offering of the ‘Waste to Wealth’ TVET level 3 program will need to be offered through remote teaching-learning and the training institute has to submit MoUs/ agreements made with employers to arrange the workplace trainings for the trainees to successfully complete the program. The TVETA would provide the guidelines regarding the program delivery and assessment.

The target number of trainees is 50.

F. Train-the-Trainer content & program

Based on the curriculum and teaching-learning materials developed, develop and deliver a ‘Train the Trainer’ program for prospective course teachers. The TVETA would provide the guidelines regarding the content and duration of this program.

The target number of trainees as trainers is 20.

5. Timeline and Deliverables:

No	Deliverable	Indicative Time	Calendar timeline
1	Competency standards framework for TVET level 3 program adhering to Maldives TVET guidelines	30 days	March 31, 2021
2	Curriculum for the <i>Waste to Wealth</i> module sequence	30 days	April 1, 2021

3	Adapt/Develop Teaching-Learning Materials for all the modules	15 days (for 1 st module) 45 days (for other modules)	April 1, 2021 (1 st module) May 30, 2021 (remaining modules)
4	Develop and Rollout Student Assessment by module	30 Days	June 30, 2021
5	Deliver the first-time offering of the 'Waste to Wealth' Course	120 Days	April 1, 2021 – July 30, 2021)
6	Train-the-Trainer Program content development & delivery	60 Days	August 1, 2021 – September 30, 2021)

6. Selection Criteria:

Consultancy Firm:

- Must be a registered training institute at Ministry of Higher Education and TVET Authority.
- Must have 5 or more years of experience in training and development.
- Must have 2 or more years of experience in the development of competency standards and curriculum.
- Minimum 2 years of experience in conducting technical and vocational education trainings courses.
- Have relevant equipment, tools and workshop required for Training to conduct the practical sessions of the course. OR is affiliated with NGO or company with necessary equipment, tools required to conduct the practical sessions.

Key Staff:

In order to successfully carry out the consultancy, the consultancy firm should have minimum **03 (THREE)** key persons with the following qualifications and experience.

- Team leader must have a minimum qualification of master's degree in Technical and Vocational Education and Training (TVET) or Educational management or Curriculum development or in a related area, AND minimum 2 years' experience in competency standards or curriculum development.
- One staff with minimum bachelor's degree in Waste Management or related field and minimum two years' experience in Waste management field.
- One staff with minimum bachelor's degree in Management or related field as a Training Program Coordinator and minimum two years' experience in training management or coordination.

7. Reporting and Institutional Arrangements

Consultancy Firm will work at their own workplace, however the consultant must attend all relevant meetings arranged by TVET and Ministry of Higher Education

8. Terms of payment

The Consultancy Firm will be paid in accordance with the agreed financial proposal upon completion of the outputs specified in the TOR and the contract.

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 documents produced by the consultant will be discussed and cleared with the Client before their final issue.



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SELECTION CRITERIA

Selection Criteria for Firm (as in ToR):

1. Must be a registered training institute at Ministry of Higher Education and TVET Authority.
2. Must have 5 or more years of experience in training and development.
3. Must have 2 or more years of experience in the development of competency standards and curriculum.
4. Minimum 2 years of experience in conducting technical and vocational education trainings courses.
5. Have relevant equipment, tools and workshop required for Training to conduct the practical sessions of the course. OR is affiliated with NGO or company with necessary equipment, tools required to conduct the practical sessions.

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 (1,2,3,4)*

**Firm must submit supporting documents (such as reference letters) showing evidence of the above stated requirements (5).*

**Please refer to the CHECKLIST to facilitate the preparation of the proposal.*

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
- Business Registration Certificate (Valid)
- Company Profile
- MIRA Tax Registration – If applicable, for Locals Only
- Pension Registration - If applicable, for Locals Only

Based on the above criterion, 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.



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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>	(✓)
<ul style="list-style-type: none">• Letter of Expression of Interest	<i>Must submit Letter of Expression of Interest.</i>	
<ul style="list-style-type: none">• Business Registration Certificate (Valid)	<i>Must submit copy of Company//Institute Registration Certificate.</i>	
<ul style="list-style-type: none">• Company Profile	<i>A short company profile.</i>	
<ul style="list-style-type: none">• MIRA Tax Registration - If applicable, for Locals Only	<i>Must submit registration document. If not applicable, please do give reasoning.</i>	
<ul style="list-style-type: none">• Pension Registration - If applicable, for Locals Only	<i>Must submit certificate/proof of participation in pension scheme. If not applicable, please do give reasoning.</i>	
<ul style="list-style-type: none">• Must be a registered training institute at Ministry of Higher Education and TVET Authority.	<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. Firm must submit supporting documents (such as completion certificates/letters) showing evidence of the above stated requirements</i>	
<ul style="list-style-type: none">• Must have 5 or more years of experience in training and development.		
<ul style="list-style-type: none">• Must have 2 or more years of experience in the development of competency standards and curriculum.		
<ul style="list-style-type: none">• Minimum 2 years of experience in conducting technical and vocational education trainings courses.		
<ul style="list-style-type: none">• Have relevant equipment, tools and workshop required for Training to conduct the practical sessions of the course. OR is affiliated with NGO or company with necessary equipment, tools required to conduct the practical sessions.	<i>Firm must submit evidence to support this requirement.</i>	