



**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 and Review National Competency Standards and
Instructional Materials for Tourism Related Construction Sector**

Procurement Ref: MV-MOHE- 210413-CS-CQS)

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 (MED). 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

The Project Management Unit (PMU) of the MoHE, who will be in charge of implementing the project and is looking for a qualified firm to carry out this assignment

2. Introduction of the Assignment:

TVET Authority has established 6 Employment Sector Councils (ESC's) to identify priority skills needed areas in each sector and to set competency standards. These ESC's are in construction, transport, fisheries and agriculture, social, tourism and ICT.

As part of the MEERY project, the project is financing for skills development and entrepreneurship in priority sectors such as Tourism, ICT and Tourism related construction, and MEERY wishes to recruit a consulting firm that has the capacity and resources to develop competency standards, instructional materials, assessment resource books and trainees log books.

3. Objective:

The objective of this assignment is to develop National Competency Standards (NCS), Learning Materials, Assessment Resource Books and Trainees Log Books for the identified areas (Table 1.1).

4. Scope of Services:

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

- The consultant would be facilitating to TVET Authority in developing and writing National Competency Standards for the 40 areas identified in the below table (Table 1.1).
- The consultant must refer to International Labour Organisation (ILO) standards for developing National Competency Standard.
- To write the NCS and present the draft to Technical Panel (TP), once the NCS is finalized present the NCS to Employment Sector Council (ESC) established by TVET Authority.
- The consultant is responsible to attend all the TP meetings and ESC meeting, bring changes to the standard according to the feedback received from the TP and ESC members.
- Learning material needs to be developed to the endorsed NCS, and the document needs to be presented and finalized from the TP.
- After the completion of the learning materials, the consultant needs to present and finalize the assessment resource book and logbook from the TP.
- Consultant is responsible to finalize the documents according to the comments received from the TP members.
- The consultant needs to write the NCS, learning material, assessment resource book and logbook according to the format or guidance provided by TVET Authority.
- Soft copies (MS Word) of prepared documents (NCS, learning material, assessment resource book and logbook) needs to be shared with TVET Authority after proof reading the documents.
- Consultant is also responsible to bring any changes to the developed documents according to any feedback or request from TVET Authority.

Table 1.1

LIST OF AREAS FOR THE DEVELOPMENT OF NATIONAL COMPETENCY STANDARDS AND INSTRUCTIONAL MATERIALS					
CURRENT STATUS					
#	Qualifications	Standards	Materials	Resource Books	Logbooks
01	National Certificate III in Construction Site Supervision	Review	New	New	Review
02	National Advanced Diploma in Building Construction	New	New	New	New

03	National Certificate III in Construction Estimation	New	New	New	New
04	National Certificate III in Land Surveying	New	New	New	New
05	National Certificate III in Electrical Installation	Review	New	New	Review
06	National Certificate IV in Electrical Installation	Review	New	New	New
07	National Certificate III Health and Safety in construction	Review	New	New	Review
08	National Certificate III in Bar Bending	Review	New	New	Review
09	National Certificate III in Furniture Carpentry	Review	New	New	Review
10	National Certificate III in Shuttering Carpentry	Review	New	New	Review
11	National Certificate III in Masonry Works	Review	New	New	Review
12	National Certificate III in Painting and Decorations	Review	New	New	Review
13	National Certificate IV in Drafting	New	New	New	New
14	National Certificate III in Procurement and Logistic Operations	New	New	New	New
15	National Certificate III in Concrete Works	New	New	New	New
16	National Certificate III in Flagman & Road Management	New	New	New	New
17	National Certificate III in Project Management	New	New	New	New
18	National Certificate IV in Project Management	New	New	New	New
19	National Certificate III in Lift Maintenance and Building Services	New	New	New	New
20	National Certificate III in Automotive Maintenance (Light Vehicle)	Review	New	New	Review
21	National Certificate III in Marine Mechanic	Review	New	New	Review
22	National Certificate IV in Marine Mechanic	Review	New	New	Review
23	National Certificate III in Fiberglass and Wooden Boat Building	Review	New	New	Review
24	National Certificate III in Heavy Vehicle Maintenance	New	New	New	New

25	National Certificate III in Boat Inspector Training	New	New	New	New
26	National Certificate IV in Welding Techniques	New	New	New	New
27	National Certificate III in Super Yacht Skipper Training	New	New	New	New
28	National Certificate III in Driving (light vehicle)	New	New	New	New
29	National Certificate IV in Driving Instructor Training	New	New	New	New
30	National Certificate III Road Worthiness Inspector Training	New	New	New	New
31	National Certificate III in Fire Fighting Equipment Inspector Training	New	New	New	New
32	National Certificate III in Occupational Health and Safety	New	New	New	New
33	National Certificate III in Waste Management	New	New	New	New
34	National Certificate III in Accounting	New	New	New	New
35	National Certificate IV in Accounting	New	New	New	New
36	National Certificate IV in Procurement and Logistic Operations	New	New	New	New
37	National Certificate III in RO Plant Operations and Maintenance	New	New	New	New
38	National Certificate III in Powerhouse Operations	New	New	New	New
39	National Certificate III in Over Water Construction	New	New	New	New
40	National Certificate III in Swimming Pool and Spa Design and Construction	New	New	New	New

5. Project Deliverables:

- Inception Report (Within 7 days of contract signing)
- National Competency Standards and curriculums (MS word file and 02 printed copies)
- Learning Materials (MS word file)
- Assessment Resource Books (MS word file)
- Trainees Log book (MS word file)

6. Selection Criteria:

Consultancy Firm:

- Must have 5 or more years of experience in curriculum development.
- Must have 2 or more years of experience in the development of competency standards.

Key Staff:

In order to successfully carry out the consultancy services listed above, the consultancy firm must have minimum 6 key staff and must meet minimum the following qualifications and requirements:

- Team leader must have a minimum qualifications of Master 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 the development competency standards or curriculums.
- 2 staffs with minimum Bachelor Degree in the areas of Civil engineering or related field
- 2 staffs with minimum Bachelor Degree in the areas of Mechanical Engineering, Electrical Engineering or related field
- 1 staffs with minimum Bachelor Degree in the areas of land transport, logistics, maritime studies, or related field

7. Institutional Arrangements:

Consulting Firm will work at their own workplace however, the representatives from the consulting firm must attend all the relevant meetings arranged by the TVET Authority.

8. Duration of services:

The consultant must complete the assigned deliverables in 8 months. Proposed timeline of deliverables are given below:

#	Details	Time period
01	Development of National Competency Standard	20 Weeks
02	Development of Learning Materials	08 Weeks
03	Development of Assessment Resource Book	08 Weeks
04	Development of Trainees Logbook	04 Weeks



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SELECTION CRITERIA

Selection Criteria for Firm (as in ToR):

1. Must have 5 or more years of experience in curriculum development.
2. Must have 2 or more years of experience in the development of competency standards.

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)*

**Firm must submit supporting documents (such as reference letters) showing evidence of the above stated requirements (2).*

**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 have 5 or more years of experience in curriculum development.	<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 2 or more years of experience in the development of competency standards.		