



CONSULTANCY FIRM TO DRAFT REGULATIONS, POLICIES AND SOPS UNDER EDUCATION ACT (24/2020)

TERMS OF REFERENCE

(IUL)22-PU/22/2021/140

16th June 2021

1. SCOPE OF WORK**CONSULTANCY FIRM TO DRAFT REGULATIONS, POLICIES AND SOPS UNDER EDUCATION ACT (24/2020)****OVERVIEW**

Ministry of Education is currently in the process of developing the regulations and SOPs required for the implementation of the Education Act (24/2020). As such, a total of 46 pieces of operational documents need to be developed. This includes a total of 07 regulations (Gavaidhu), 35 operational policies (Usoolu) and 04 Standard Operating Procedures (Amalu kurumuge Ijuraa'ath). Currently a total 28 documents have been already been drafted and the rest are being developed. The regulations and policies are formulated under the broad areas of Curriculum and learning, School safety, vulnerable students, School Health, Inclusive Education, Data management, School Administration, and Access to Education. These documents are being drafted by the respective departments of the Ministry of Education.

The Ministry of Education requires expertise in reviewing the drafts to see alignment with the Education Act and other relevant legal instruments, to address the gaps in the drafts and to improve the legal language of the regulation. The Law firm will work in collaboration with the departments drafting the documents and with the overall oversight of the Policy Planning and Research Division of the MOE.

SCOPE OF WORK

- In consultation with relevant stakeholders, review the draft documents as they are shared with the Law firm, revise the documents with input from stakeholders. Revise the language Validate the documents with the respective department in consultation with Policy Planning and Research Division.
- Participate in all discussions pertaining to the work and provide legal support to address any emerging issue.
- Validate the final drafts of the documents with the senior management of the Ministry of Education and incorporate the suggestions.
- Produce the final drafts of all the documents.

DELIVERABLES

1- 07 regulations

2- 35 policies

3- 04 SOPs

They are:

#	Details of the document
1	Lifelong learning/continuing Education Policy
2	Saanavee thauleemu furihama kohfai nuvaa faraiythakah amaazu koh hingey tahuleemai thamreenu programme thah
3	Vocational Education/ B-Tech/ Masaikaitherikamuge thauleem madhrasee thauleemuge therein foaru kohdhinumuge usoolu.
4	Assessment policy
5	Kiyevumugai kuhjaa tharahgee vamundhaa minvaru gavaidhun beleyne usoolu.
6	Curriculum frame work
7	Civic Education Policy
8	Madrasee manhaj ekulavaalumaai gulhey gavaaidhu/ usoolu
9	Professional Development Policy
10	Attendance Policy

11	Beyru gaumuthakaai, bainalagvaamee jamiyya thakaai gulhigen hingaa school fenvaruge thauleeme programe thah hingaa balahataane gothuge ussolu
12	School thah fiyavaa ehenihen faraaay thakun hingaa ithuru harakaaiy thah hingaane gothuge usoolu (Kiyavaidhinumugai baiverivaan edhey amilla faraiythakun hingaa programme thah hingaane gothuge usoolu
13	Dhiraasee aharuge thauleemee calendar ekulavaalaane gothuge usoolu
14	Pre- School Thauleem hiley foaru kohdhinumuge qavaaidhu
15	Fashaa thauleemai saanavee thauleem adhi mathee saanavee tahuleemu hiley faorukohdhinumuge qavaaidhu / Bidheysee kudhinah thauleemu foarukohdhinun/ thauleemu dheveyne school eh nei haalathegai ehen rashegai thauleemu hoadhumuge furusath fahi kohdheyne gothuge gavaaidhu.
16	Sarukaaru school thah hingaane gothuge qavaaidhu / Amilla school thah hingaane gothuge qavaaidhu / Public Private Partnership Schools/ Community Schools thah registry koh hingumuge qavaaidhu / Public Private Partnership Schools/ Community Schools thah re - registry koh hingumuge qavaaidhu/ Registry nukoh hingaa than thanaai medhu amalu kuraanegothuge qavaaidhu/ School thah fiyavai kiyavaidhey thanthan registry koh hingumuge qavaaidhu.
17	Mauloomaath ehkurumaai rahkaakurumugai amalu kuraane gothuge usoolu / Information dissemination policy
18	Research policy
19	Voucher SOP
20	Lifeskill usoolu
21	Anti-bullying policy
22	Beleneiveringine alhaalumaai eheetherikan nulibey dharivarunah ehee foaru kohdhinumuge usoolu.
23	Health Promoting Schools policy
24	WASH Policy
25	School Health Policy
26	School Kudhin vazeeafa Adhaa kurumugai amalu kuraane gothuge usoolu
27	School thakugai masaikai kuraa muvazafunnaai dharivarugen salaaamathaai rahkaatherikan kashavaru kurumuge qavaaidhu/ qavaaidhugai himenifaivaa kan kan bayaan kuraa usoolu
28	Child Protection Policy
29	School ge rahkaatherikamuge qavaaidhaai khilaaf vaa faraaithakaa medhu aamalu kuraane gothuge usoolu
30	Thauleemee nizaam ge fenvaru hifehetumugu nizaam (SIQAF)
31	School thakaai thauleemudhey than than hinganee mi qavaaidhugue dhashun hedhifaivaa qavaadhi thakaa usoolu thakaai ehgotha tho balaane ijuraa ay tha himeney qavaaidu
32	Thauleemu dhey thanthanuge fenvaru kashavaru kurumashaai, efaadha thanthanuge muvazafunnai, kiyavaakudhinge rahkaatherikamah ekulavaalan jehey usoolu thakaai mingandhu tha furihama vefaivaakan kashavaru kurumaai, amalu kurevemundhaa mingandu thakaai usoolu tha muraaja aa koh islaahu kuran engumugai amalu kuraane gothuge usoolu
33	Ministry in angaa engun thakah amalu nukohfinama elhyne fiyavalhu thah bayaan kuraa usoolu
34	Teachers registration board hingumuge qavaaidhu
35	Teacherunnaai kiyavaidhey enoon ves faraaithah registry kurumai liscence dhinumuge qavaaidhu
36	Extra-curricular and co-curricular usoolu
37	School enrolment and school admission policy
38	Heyvahlaa (Grade 10 ninmaa dharivarunge programme)
39	Breakfast policy
40	Vazeefaa aai behey qanoon in kashavaru kohdhey kankamuge ithurun mudharisunah libidheveyne Inaayaithakaa, rahkaatherikamaa gulhey mingandu tha bayaan kuraa qavaaidhu/ ussolu.
41	Qanoon aai ehgothah Principalunge vazeefa bayaan thah islaahu kurun

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42	Qaanoon aai ehgotha mudharisunge vazeefa bayaan tha islaahu kurun
43	Minimum Infrastructure Standards/ facilities for Schools
44	Government Schools budget SOP
45	Inclusive Education Policy
46	Digital School Policy

2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	16 th June 2021
Clarification deadline	22nd June 2021
Proposal submission deadline	24th June 2021, 1400 hrs. Local Time

3. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the proposal to be considered sufficiently responsive.

Bidders should submit their proposal containing the following documents and Standard forms in ANNEX A

- Document Checklist (Form 6)
- Proposal Submission Form (Form 1)
- Copy of Business Registration Certificate (Valid)
- Company Profile
- Copy of GST Registration – if applicable
- Copy of Pension Registration – if applicable
- Approach, Methodology and Work Plan – (Form 2)
- A summary of the work plan must be presented in the format in Work Schedule (Form 3) showing in the form of a bar chart the timing proposed for each activity.
- Curriculum Vitae (CV) of the Team (Form 4)
- Accredited academic certificates
- Demonstrations of required experiences listed in this TOR
- Signed letter of commitment – (Form 5)

4. CLARIFICATION

Interested parties may obtain further information on request by writing to the address below.

Procurement Section,
Ministry of Education,
9th Floor, H.Velange, 20096
Ameer Ahmed Magu, Male' City,
Republic of Maldives
Mob: :+(960) 761 3227
Email: procurement@moe.gov.mv
CC Email: shamym@moe.gov.mv

5. DURATION

Duration of the assignment is 3 months from the date of signing the contract (between June and September 2021). Any renewal will be based on the performance evaluation of the team.

6. TERMS OF PAYMENT

The consultancy firm will be paid **MVR 40,000.00** per month inclusive of all applicable taxes upon completion of the deliverables in the TOR and the contract.

7. CONFIDENTIALITY, ETHICS AND CONFLICT OF INTEREST

The selected firm undertakes to comply with the Government rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The firm shall maintain confidentially

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 the final issue.

8. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Have at least a Master's degree or equivalent in the field of law.
- Have at least 2 years general professional experience in the field of law.
- Have at least 2 years of work experience in legal drafting.
- Have experience in working with government offices and other intergovernmental organizations will be an added advantage.
- Be fluent in written and spoken Dhivehi and English, including proven excellent legal drafting skills.

9. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Proposals are:

DETAILS	MAXIMUM POINTS
(ii) Adequacy of the proposed methodology and Monitoring Plan in responding to the Technical Requirement:	[30]
a) Technical approach and methodology <ul style="list-style-type: none"> • [05] points for demonstrating an understanding of the objective of the assignment in the context of the project • [05] points for proposal on methodology on carrying out the activities 	[10]
b) Tentative work plan <ul style="list-style-type: none"> • [15] points for proposed main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client and delivery dates of the reports • [05] points for work plan being consistent with proposed 	[20]
(iii) Key professional staff qualifications and competence:	[70]
<p>Qualifications and Skills 20 points</p> <ul style="list-style-type: none"> • [15] points for minimum postgraduate Degree in the field of law, [05] points for each additional level above postgraduate Degree <p>General Professional Experience 20 points</p> <ul style="list-style-type: none"> • [10] points for minimum 2 years general professional experience in the field of law, [04] point for each additional year up to 5 years <p>Specific Professional Experience 30 points</p> <ul style="list-style-type: none"> • [15] points for completion of minimum 3 similar assignments of drafting legislation or subsidiary legislation, [02] point for each additional assignment up to 5 assignments • [03] points for proven ability to work with a wide range of partners, including government offices and other intergovernmental organizations demonstrated as work experience • [02] points for excellent command of English and Dhivehi language 	[70]

10. PROPOSAL SUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the TOR to the email below: Email: procurement@moe.gov.mv CC Mail: shamym@moe.gov.mv Late submission will not be accepted.
Submission Deadline	The deadline for the submission of Proposal is: Date: 24^h June 2021 Time: 1400 hrs (Local Time)

11. ANNEXES**ANNEX A - FORMS****FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “**CONSULTANCY FIRM TO DRAFT REGULATIONS, POLICIES AND SOPS UNDER EDUCATION ACT (24/2020)**” in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of consultant:

Address:

FORM 2 – Approach, Methodology and Work Plan

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

- a) *Methodology for each activity,*
- b) *Work Plan*

a) Technical Approach and Methodology

[In this chapter the consultant 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 the consultant 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.]

FORM 3 – Work Schedule

Description	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Policy 1												
Policy 2												
Policy 3												

FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the consultant 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:
- 8. Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - Role/ Position undertaken:
 - Period of Consultation:
- 9. Past commitments in projects with the Ministry of Education**
 - Name of the Contract/Project:
 - From [Month/Year] – To [Month/Year]
 - Positions held
 - Summary of role:

FORM 5 – Letter of Commitment

[Location, Date]

To: [Name and address of Client]

Re: CONSULTANCY FIRM TO DRAFT REGULATIONS, POLICIES AND SOPS UNDER EDUCATION ACT (24/2020),**Ref no:** _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as a _____ to the consultancy firm to draft regulations, policies and sops under education act (24/2020) for the Ministry of Education.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Education's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

Passport /ID card No:

Date:

Signatory:

FORM 6 – Document Checklist

PROPOSAL DOCUMENTS	
Proposal Submission Form (Form 1)	
Copy of Business Registration Certificate (Valid)	
Company Profile	
Copy of GST Registration – if applicable	
Copy of Pension Registration – if applicable	
Approach, Methodology and Work Plan – (Form 2)	
A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.	
Curriculum Vitae (CV) of the Team (Form 4)	
Accredited academic certificates	
Required experiences listed in this TOR	
Signed letter of commitment – (Form 5)	