



**CONSULTANT TO REVISE INCLUSIVE EDUCATION
MODULES CONDUCT AT UNIVERSITIES AND
COLLEGES IN THE MALDIVES AND PROVIDE
TECHNICAL SUPPORT FOR ADVOCATING SHAAMILU
VESHI PROJECT**

TERMS OF REFERENCE

(IUL)22-PU/22/2021/207
22nd August 2021

(IUL) 22-PU/22/2021/207

1. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	22 nd August 2021
Clarification deadline	26 th August, 1400 hrs. Local Time
Proposal submission deadline	30 th August, 1400 hrs. Local Time

2. SCOPE OF WORK

PROGRAMME INFORMATION

Strategic Action Plan of DoIE, Goal 4: The schools and the universities/colleges applies inclusive pedagogies and co-teaching approaches as a best practice for all students by 50% by 2025

Activities:

4.1 Development of inclusive pedagogies framework (2022-2025)

4.4 Capacity building of university/college staff on the inclusive pedagogies framework (2022-2025)

Strategic Action Plan of DoIE, Goal 6: To train 30% professionals (teachers, specialist teachers and support staff) in inclusive education by 2025

Activities:

6.3 Conduct capacity development programs for teachers (2021-2025)

6.5 Develop procedures and guidelines for teacher registration/licensing (2021)

UNICEF Work Plan 2021

Output 1.3 – Activity 8

PROGRAMME BACKGROUND

Teacher capacity building has been given a high priority in the revised Inclusive Education (IE) Policy (2020) and the Strategic Action Plan drawn for 2021 to 2025 by the Department of Inclusive Education (DoIE). In this regard, one of the pillars of IE policy emphasizes in building a confident, skilled and capable workforce whereas two goals of Strategic Action Plan, goal 4 and 6, underline activities for building teacher capacity based on inclusive pedagogy and develop procedures and guidelines for teacher registration/licensing programme. More specifically, the IE policy denotes implementation of Universal Design for Learning, Co-Teaching Model and Differentiated Instructions as inclusive pedagogy which are evidence based approaches leading to equitable quality inclusive education.

Pre-service teacher training programmes can lead to develop skilled and vigilant workforce by laying a robust foundation. Therefore, during the initial phase of IE policy implementation, it is crucial to review current IE related modules conduct at various colleges and universities in the Maldives and develop a comprehensive module by aligning to the key documents. This would indeed open doors for both DoIE and higher education providers to work collaboratively so that a better workforce with inclusive mindset and skills can be developed by cultivating an inclusive culture within institution at large.

THE OBJECTIVE OF THE PROJECT:

What are the objectives to which the consultancy is related?

The objectives of the intervention are:

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1) To revise inclusive education modules conduct at colleges and universities in the Maldives and make the module mandatory for all pre-service teachers.

The specific objectives are:

1. To align inclusive education modules conduct at colleges and universities in the Maldives according to the teaching approaches proposed in the revised Inclusive Education Policy 2020.
2. To develop inclusion standards in which colleges and universities can refer while designing inclusion module outline.
3. To develop a guideline of IE module implementing strategy to make sure all the teachers who graduate are mandatory for completing the module.
4. To develop a guideline for awarding teacher licensing upon completion of IE module.
5. To conduct stakeholder awareness sessions regarding the revised IE module and guidelines
6. To develop an advocacy plan for Shaamilu Veshi project and coordinate with Shaamilu Veshi implementation team.

MAJOR TASKS TO BE ACCOMPLISHED

Major Activities	Details of the tasks	Dates (working days excluding weekends)	Deliverables
(1) Review the existing IE modules conduct at colleges and universities	(a) Conduct meetings with colleges and universities to check how IE module is delivered to teachers and the content cover in it. (b) Analyze existing IE modules conduct at colleges and universities and identify gaps to be filled so that IE module will be aligned with the revised IE Policy. (c) Develop an IE training module to be delivered for pre-service teachers in accordance to the revised IE policy. (d) Develop inclusion standards the colleges and universities can refer while	Two months	Pre-service teachers' IE training module.

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	designing inclusion module outline.		
(2) Develop guidelines for implementation	(a) Develop a guideline of IE module implementing strategy. (b) Develop a guideline for teacher licensing based on IE module completion.	One month	Guidelines for IE module implementation and teacher licensing
(3) Conduct stakeholder awareness sessions	(a) Stakeholder awareness regarding the revised IE module and guidelines		Awareness sessions
(4) Shaamilu Veshi advocacy and planning	(a) Develop and implement Shaamilu Veshi advocacy programme (b) Develop scripts for minor video clips that will be broadcasted to advocate Shaamilu Veshi project. (c) Coordinate with Shaamilu Veshi team for a better implementation of Shaamilu Veshi project.	Two months	Shaamilu Veshi advocacy plan Video scripts

DELIVERABLES AND EXPECTED TIMELINE

Deliverable	Expected timeline for submission of each deliverable
Pre-service teachers' IE training module and IE standard	August – October 2021
Guidelines and awareness sessions	November 2021
Shaamilu Veshi advocacy plan and video scripts.	October – December 2021

DUTY STATION

Department of Inclusive Education, Male' City, Republic of Maldives

OFFICIAL TRAVEL INVOLVED

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Local travels may need to be undertaken as necessary.

DURATION

It is estimated that the project will take approximately 5 months, from August 2021

SUPERVISOR

Mr. Abdulla Imran

Director

Department of Inclusive Education

Male' City, Maldives

7. TERMS OF PAYMENT

The consultant will be paid **MVR 25,000.00** per month inclusive of all applicable taxes upon completion of the deliverables in the TOR and the contract.

8. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Must have at least a Master's degree in inclusive education OR related field.
- At least 5 years of teaching experience in schools/colleges.
- At least 5 years of experience in developing policies and programs related to inclusive education.
- Must have current knowledge of trends in the inclusive education around the globe and within the region (South Asia & South East Asia).
- Excellent communication skills in English (oral and written).
- Must be able to manage diverse view points and work in demanding situations.
- If undertaken similar activities/consultation in the Maldives will be of an added advantage

9. SUBMISSION REQUIREMENTS

- Document Checklist (Form 1)
- Proposal Submission Form (Form 2)
- Copy of National ID Card (Valid)
- Curriculum Vitae (CV) (Form 3)
- Accredited academic certificates
- Demonstrations of required experiences listed in this TOR

10. CLARIFICATION

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

Procurement Section,

Ministry of Education,

9th Floor, H.Velanage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

Mob: :+(960) 761 3227

Email: procurement@moe.gov.mv

CC Email: shamym@moe.gov.mv

11. CONFIDENTIALITY, ETHICS AND CONFLICT OF INTEREST

The selected consultant undertakes to comply with the Government 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 the final issue.

12. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
Qualifications and competence:	[70]
<p>Qualifications and Skills 20 points</p> <ul style="list-style-type: none"> [15] points for minimum postgraduate Degree in inclusive education OR related field, [05] points for each additional level above postgraduate Degree <p>Teaching Experience 20 points</p> <ul style="list-style-type: none"> [10] points for minimum 5 years of teaching experience in schools/colleges, [02] point for each additional year up to 10 years <p>Specific Experience 30 points</p> <ul style="list-style-type: none"> [15] Points for completion of minimum 5 years of experience in developing policies and programs related to inclusive education, [02] point for each additional assignment up to 3 assignments. [04] Points for proven for current knowledge of trends in the inclusive education around the globe and within the region (South Asia and South East Asia). 	[70]
Interview:	[30]

13. 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: 30th AUGUST 2021 Time: 1400 hrs (Local Time)

14. ANNEXES

ANNEX A - FORMS

FORM 1 – Document Checklist

PROPOSAL DOCUMENTS	
Proposal Submission Form (Form 2)	
Copy of National ID card (Valid)	
Curriculum Vitae (CV) (Form 3)	
Accredited academic certificates	
Required experiences listed in this TOR	

FORM 2 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultant service for “**CONSULTANT TO REVISE INCLUSIVE EDUCATION MODULES CONDUCT AT UNIVERSITIES AND COLLEGES IN THE MALDIVES AND PROVIDE TECHNICAL SUPPORT FOR ADVOCATING SHAAMILU VESHI PROJECT**” 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. My Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name of consultant:

Address:

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FORM 3 – 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: