



# **CONSULTANCY TO ESTABLISH SHAAMILU VESHI AT SELECTED SCHOOLS**

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## **TERMS OF REFERENCE**

**(IUL)22-PU/22/2021/253**

**12<sup>th</sup> September 2021**

**1. SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date:	12 <sup>th</sup> September 2021
Clarification deadline	15 <sup>th</sup> September 2021, 1400 hrs. Local Time
Proposal submission deadline	20 <sup>th</sup> September 2021, 1400 hrs. Local Time

**2. SCOPE OF WORK****PROGRAMME INFORMATION**

**NRR:** Establishment of high-quality school systems in 5 selected regions: Integrated development of quality SEN components in 5 targeted regional schools (infrastructure, SEN teachers etc).

**Activities:**

1. Conduct a situation analysis to identify barriers to inclusion at Shaamilu Veshi Schools.
2. Establishment of "Shamilu veshi- hurihaa kudhinge school" awareness campaign through mass media and island/ zone level.
3. Conduct human resource development programme for teacher specialization on specific categories.
4. Develop and carry out capacity development training on Universal Design for Learning (UDL), Co-Teaching Model (CTM), and Differentiated Instructions (DI).
5. Implement UDL, CTM and DI in Afeefuddin School and Gn.AEC and other 3 Schools.
6. Develop a guideline Carry out community engagement awareness campaign 'Shaamilu Veshi' with island council, atoll council, service providers, resorts, NGOs and community members.
7. Provide professional guidance on conducting school based therapy programme with the help of atoll hospital/island health centre and support to carry out educational intervention programme to the needed students within the region (Eg: Hiring an/a educational psychologist/speech therapist/occupational therapist who would work as a mobile staff throughout the zone schools).
8. Share updates of the project with the project coordinator of the Department of Inclusive Education (DoIE).

**PROGRAMME BACKGROUND**

The decentralization policy enacted by the current government emphasizes establishment of high-quality school systems in five selected regions of the Maldives. These high-quality school systems are aimed to equip with skilled working force to guide and facilitate learners with evidence based learning experiences along with 21st century skills.

Shaamilu Veshi is one of the projects develop in these high-quality schools to establish high quality inclusive practices so that learner diversity embrace at all levels. In this regard, Shaamilu Veshi project focuses on developing skilled inclusive teachers and leaders with all necessary knowledge and skills to strengthen inclusive practices within the selected schools and provide professional guidance to the schools within the region. In addition, the project gives an emphasis on removing barriers, both infrastructure and learning materials, and create a flexible learning environment and application of adjustments to increase participation of all the learners. Moreover, Shaamilu Veshi schools aim to apply inclusive pedagogy such as Co-Teaching, Differentiated Instructions, and Universal Design for Learning to support learners to reach their highest potential. Multi-sector approach is also a key area that has given a high scope to be developed under the project, to promote

and increase community engagement where a responsible community partners can be created and engage learners in their local community.

### THE AIM OF THE PROJECT:

To develop a model Universal Design School with all co-features to ensure equitable quality inclusive education by inculcating an inclusive school culture that respect learner diversity at all levels.

### Specific objectives are:

- To create a welcoming environment at Shaamilu Veshi that embraces ALL the learners including Students with Complex Learning Profile (SCLP).
- To develop human resource capacity of 'Shaamilu Veshi' schools and makes teachers expertise in the field of inclusive pedagogy including Universal Design for Learning, Co-Teaching Model and Differentiated Instructions.
- To train specialized teachers for specific categories including sign language and use of braille in both Dhivehi and English language and provide school based therapy services.
- To build accessible infrastructure at Shaamilu Veshi schools including school gate, library, laboratory, main hall, classrooms, playgrounds, washrooms, and drinking water area.
- To provide accessible learning materials such as audio textbooks and easy read versions to increase participation of all the students.
- To implement Co-Teaching, Universal Design Learning model, and Differentiated Instructions in primary grades and monitor progress of learners.
- To support schools and families with SCLP by increasing local community participation.

### MAJOR TASKS TO BE ACCOMPLISHED

Major Activities	Details of the tasks	Dates (working days excluding weekends)	Deliverables
1. Carry out situation analysis to identify barriers to inclusion as a community.	Conduct a situation analysis survey at HDh. Kulhudhuffushi, Afeefuddin School and Gn. City, Gn.AEC.	Two weeks	Survey report/findings
2. Establishment of "Shamilu veshi- hurihaa kudhinge school" awareness campaign through mass media and island/ zone level.	Conduct meetings with island/atoll/city councils and make community aware of the on-going activities of the project.	Two weeks	Meeting minutes
3. Resource development	Develop a detailed training package for Universal Design for Learning, Co-Teaching Model, and Differentiated Instructions with activities and resource links.	60 days	Training package for UDL, CTM and DI

4. Conduct human resource development programme for teacher specialization on specific categories.	Carry out training programme for selected teachers of the Shaamilu Veshi schools to be specialized on: <input type="checkbox"/> ICT / Technology <input type="checkbox"/> inclusion coach <input type="checkbox"/> category specific interventions (SEN) <input type="checkbox"/> sign language interpreter <input type="checkbox"/> Vocational trainer specialist <input type="checkbox"/> Braille expert	August 2021- December 2022	Training report
5. Carry out capacity development training on Universal Design for Learning (UDL) and Co-Teaching Model (CTM)	Conduct UDL and CTM training for Shaamilu Veshi school mainstream teachers and special education teachers	January 2022- December 2022	Training report
6. Implement Co-Teaching and UDL in the selected classes of Afeefuddin school and Gn.AEC	-Provide support for teachers in planning to implement UDL and CTM in classrooms. -Select grades to implement UDL and CTM. -Implement UDL and CTM in the selected grades. -Monitor implementation process and give continuous feedback. -Share students' progress with DoIE and Shaamilu Veshi schools.	August 2021-2022	Meeting minutes, reports, student progress reports
7. Carry out community engagement awareness campaign 'Shaamilu Veshi' with island council, atoll council, service providers, resorts, NGOs and community members.	Seek assistance from community members for a smooth running of the project and involve students in social activities.	January 2022- December 2022	Guidelines for SCLP take part in social activities
8. Provide professional guidance on conducting school based therapy programme with the help of atoll hospital/island health	-With the help of atoll hospital and island councils hire an/a educational psychologist,	August 2021-2022	-Therapy services contracts -School based therapy

centre and support to carry out educational intervention programme to the needed students within the region (Eg: Hiring an/a educational psychologist/speech therapist/occupational therapist who would work as a mobile staff throughout the zone schools).	occupational therapist, speech therapist and provide therapy services to the needed students. -Draw a guideline for providing therapy services for the needed students in Afeefuddin school and Gn.AEC including the students who study in Kulhudhuffushi City and Gn.City.		guideline
9. Share updates of the project with the project coordinator of the Department of Inclusive Education (DoIE).	-share monthly updates with DoIE	August 2021- January 2023	Project update reports

**MAJOR TASKS TO BE ACCOMPLISHED**

Submission of each deliverable according to its expected timeline is highly recommended. Failure in submission of deliverables according to its timeline may cause cancelation of the consultancy or delaying payments.

<b>Expected Deliverables</b>	<b>Expected timeline for submission of each deliverable</b>
Survey report findings and meeting minutes	September 2021
Training package	September – October 2021
Training reports (specialist trainings, UDL, CTM and DI training)	November – December 2021
UDL, CTM and DI implementation progress report (meeting minutes, students' progress reports)	January – June 2022
Community engagement programme	August 2021 - June 2022
Therapy contracts and therapy guidelines	August 2021 - February 2022
Project update reports	Monthly basis from August 2021- December 2022

**OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

Local travels need to be undertaken as necessary.

**DURATION**

The consultancy firm will be hired for 1 (one) year duration.

**SUPERVISOR**

Mr. Abdulla Imran

Director

Department of Inclusive Education

Male' City, Maldives

### 3. TERMS OF PAYMENT

The consultancy firm will be paid **MVR 37,500.00** per month inclusive of all applicable taxes upon completion of the deliverables in the TOR and the contract.

### 4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Must have a masters and above degree in inclusive education/education/educational leadership or related field.
- At least 7 years of teaching experience (general/special education).
- At least 5 years of experience in implementing educational programmes at schools and provide professional guidance on implementing Universal Design for Learning and Co-Teaching Model at schools/colleges.
- Must have current knowledge of trends in the inclusive education around the globe and within the region (South Asia and 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.

### 5. SUBMISSION REQUIREMENTS

- Document Checklist (Form 1)
- Proposal Submission Form (Form 2)
- 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 3)
- A summary of the work plan must be presented in the format in Work Schedule (Form 4) showing in the form of a bar chart the timing proposed for each activity.
- Curriculum Vitae (CV) of the Team (Form 5)
- Accredited academic certificates of the Team
- Demonstrations of required experiences listed in this TOR (both firm and Team)
- Signed letter of commitment (Team) – (Form 6)

### 6. 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](mailto:procurement@moe.gov.mv)

CC Email: [shamym@moe.gov.mv](mailto:shamym@moe.gov.mv)

**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 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.

**8. EVALUATION CRITERIA**

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

<b>DETAILS</b>	<b>MAXIMUM POINTS</b>
<b>(ii) Adequacy of the proposed methodology and Monitoring Plan in responding to the Technical Requirement:</b>	<b>[30]</b>
<b>a) Technical approach and methodology</b> <ul style="list-style-type: none"> <li>• [05] points for demonstrating an understanding of the objective of the assignment in the context of the project</li> <li>• [05] points for proposal on methodology on carrying out the activities</li> </ul>	[10]
<b>b) Tentative work plan</b> <ul style="list-style-type: none"> <li>• [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</li> <li>• [05] points for work plan being consistent with proposed Technical Approach and Methodology</li> </ul>	[20]
<b>(iii) Key professional staff qualifications and competence:</b>	<b>[70]</b>
<p><b>Qualifications and Skills</b> <span style="float: right;"><b>20 points</b></span></p> <ul style="list-style-type: none"> <li>• [15] points for minimum postgraduate Degree in the field of inclusive education/education/educational leadership or related field , [05] points for each additional level above postgraduate Degree</li> </ul> <p><b>Teaching Experience</b> <span style="float: right;"><b>20 points</b></span></p> <ul style="list-style-type: none"> <li>• [10] points for minimum 7 years Teaching experience in the field of general/special education, [04] point for each additional year up to 5 years</li> </ul> <p><b>Specific Experience</b> <span style="float: right;"><b>30 points</b></span></p> <ul style="list-style-type: none"> <li>• [15] points for completion of minimum 5 years of experience in implementing educational programmes at schools and provide professional guidance on implementing Universal Design for Learning and Co-Teaching Model at schools/colleges, [02] point for each additional assignment up to 3 assignments.</li> <li>• [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).</li> <li>• [03] Points for similar activities/consultation in the Maldives will be of an added advantage.</li> <li>• [02] points for excellent command of English language</li> </ul>	[70]

**9. PROPOSAL SUBMISSION**

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the TOR to the email below: Email: <a href="mailto:procurement@moe.gov.mv">procurement@moe.gov.mv</a> CC Mail: <a href="mailto:shamym@moe.gov.mv">shamym@moe.gov.mv</a> Late submission will not be accepted.
Submission Deadline	The deadline for the submission of Proposal is: <b>Date: 20<sup>th</sup> SEPTEMBER 2021</b> <b>Time: 1400 hrs (Local Time)</b>



**10. ANNEXES****ANNEX A - FORMS****FORM 1 – Document Checklist**

<b>PROPOSAL DOCUMENTS</b>	
Proposal Submission Form ( <b>Form 2</b> )	
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 – ( <b>Form 3</b> )	
A summary of the work plan must be presented in the format in Work Schedule ( <b>Tech Form 4</b> ) showing in the form of a bar chart the timing proposed for each activity.	
Curriculum Vitae (CV) of the Team ( <b>Form 5</b> )	
Accredited academic certificates of the Team	
Required experiences listed in this TOR	
Signed letter of commitment – ( <b>Form 6</b> )	

**FORM 2 – 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 ESTABLISH SHAAMILU VESHI AT SELECTED SCHOOLS**” 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 3 – 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 4 – Work Schedule**

<b>Description</b>	<b>W1</b>	<b>W2</b>	<b>W3</b>	<b>W4</b>	<b>W5</b>	<b>W6</b>	<b>W7</b>	<b>W8</b>	<b>W9</b>	<b>W10</b>	<b>W11</b>	<b>W12</b>

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**FORM 5 – 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:

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**FORM 6 – Letter of Commitment (Team Members)**

[Location, Date]

To: [Name and address of Client]

**Re: CONSULTANCY TO ESTABLISH SHAAMILU VESHI AT SELECTED SCHOOLS,**

**Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as a \_\_\_\_\_ to the consultancy firm to establish Shaamilu Veshi at selected Schools.

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: