



**Faculty of the Health Sciences of the Maldives National University (MNU) requests to hire a consultant to develop Bachelor of Occupational Therapy (Honors).**

**A. SCOPE OF WORK**

Under the guidance of the MNU, the consultant will develop the Bachelor of Occupational Therapy (Honors), to be Instituted and conducted in MNU, Maldives, in consultation with key stakeholders and taking into consideration the international best practice and Maldivian context.

The tasks undertaken by the consultant under the Terms of Reference include, but are not necessarily limited to, the following.

1. Consult and collaborate with the key stakeholders to conduct needs analysis to better understand the current challenges and feasibility of the proposed course and to ensure that the course meets the needs of the country and is relevant to professionals, public, and private service sector in the Maldives.
2. Identify the major course component requirements for the Bachelor of Occupational Therapy (Honours)
3. Develop the course structure including, introduction, aims, intended learning outcomes, contents, methods of delivery and assessment procedures.
4. Identify the capacity of the subject experts/professionals to develop the detail subject outlines identified in the course structure (Number 3 of scope of work).
5. Develop a comprehensive outline of the core and optional options (Honors and ..... ) and provide a detailed outline of the two options.
6. Organize and conduct a validation meeting to finalize objectives and content/topics for each subject and the course outline.
7. Develop detailed subject outlines for all the subjects outlined in the course structure. The outlines should be developed as per the guidelines of MNU.
8. Develop accreditation documents needed for MNU Committee on Courses and for the Maldives Qualification Authority (MQA). Consultant also should participate in accreditation and validation meetings by MNU Committee on Courses and bring necessary changes recommendations to the course documents.
9. Develop an indicative list of books/ resources/ materials/ equipment for the key/core subject areas which include teaching materials and resources.

10. Identify opportunity for linkages with overseas educational institutions to facilitate continuous program / curriculum improvement, analysis and accreditation.
11. Ensure that the developed course (structure and subjects) are benchmarked against undergraduate courses in reputed universities.
12. In collaboration with MNU, outline the implications for the faculty and staff once the course is introduced and recommend ways forward by proposing a roadmap for implementing the new course.
13. Submit end mission report.

## **B. EXPECTED OUTPUTS AND DELIVERABLES**

All documents shall be submitted as stipulated below and all documents shall be submitted as drafts and upon review by MNU, the consultant shall revise the draft documents. Once the revised documents are accepted by MNU, they will be termed as final documents by the consultancy.

### **The consultant shall then be responsible for following deliverables;**

1. ***Inception Report:*** The inception report shall include a summary of documents reviewed, findings from stakeholder consultations, proposed recommendations, possible constraints with regard to the proposed recommendations and propose actions to be implemented to overcome the constraints identified.
2. ***Consultations:*** Conduct consultation meetings with relevant stakeholders (main service providers in Maldives, Ministry of Health and relevant NGOs) to learn the needs and practices in the Maldivian context including the challenges in implementation and monitoring and discuss possible actions to overcome these challenges.
3. ***Course Documents:*** The Draft Course Documents should include the structure of the Bachelor of Occupational Therapy (Honours) course including rationale, aims, intended learning outcomes, course structure, methods of delivery, assessment procedures, detailed subject outlines and identify resources/materials including essential clinical experience needed for the course. The final course outline is to be submitted based on the review by MNU and consultation meetings with relevant stakeholders.
4. ***Rollout Plan:*** A plan recommending the rollout of the courses developed should be submitted to MNU. The rollout plan should outline preparatory activities necessary for MNU for implementation, relevant trainings to familiarize and enhance staff capacity, and general awareness raising activities for students on the new course. Relevant impact on staff and faculty and recommendations to manage these impacts should also be included in the plan.
5. ***End Mission Report:*** A detailed report identifying key challenges and limitations in developing the course with recommendations for way-forwards.

## 6. *Timeline for deliverables*

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>
Inception Report	30 days
Draft Course Outlines	150 days ( 5 months)
Validation Meeting and Final Course Outline	14 days
Mission Report Rollout Plan and End Mission Report	14 days

### **C. INSTITUTIONAL ARRANGEMENT**

The consultant is expected to work closely with MNU. The consultant will be accountable to the MNU for each deliverable as stipulated in the proposal. Fortnightly update meetings should be held with the Dean of the Faculty of Health Sciences of MNU and the Focal Point from the Faculty of Health Sciences.

### **D. Duration**

This assignment will approximately take 7 months and is expected to start in mid-October, 2021. The consultant should come up with a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

### **E. DUTY STATION**

Maldives

### **F. Consultancy by an Individual**

Individuals can apply for the consultancy. If an individual applies, the educational and experience related evaluation will be done based on the documents of the individual applicant.

### **G. Consultancy by a team**

A team can apply for the consultancy. In case a team applies, the educational and experience related evaluation will be done based on the documents of the team. The primary applicant should take the responsibility for the deadlines in the case of a team application.

### **H. Qualifications of the Successful Principal Consultant:**

The Primary consultant (consultant) is expected to fulfill the following criteria in terms of the expertise and qualifications;

1. A minimum of a master's degree from the area of Occupational Therapy or from a closely related field. A PhD from the area will be of advantage in the selection.
2. A minimum of 5 years' experience working in the area of Occupational Therapy.

3. A minimum of 10 years of professional experience in reviewing, designing and facilitating degree programs, course development, curriculum development and course accreditation.
4. Experience working as a lecturer/professor is an added advantage
5. Experience in the region or similar context is an added advantage.
6. Fluency in written and spoken English is required.

## **G. Required documents;**

Interested principal candidates should submit;

1. A cover letter.
2. Copy of educational certificates including transcripts of undergraduate and masters degree of the consultant. Note: If required, the selected consultant/team might be asked to provide proof/evidence that all documents are true documents.
3. Detailed CV of the individual consultant or the CVs of all members of the consultancy team (if a team is applying for the consultancy).
4. Copy of certification or registration of the consultant with professional bodies.
5. A portfolio (not more than 8 pages) of previous similar works/consultation undertaken by the consultant or the team.
6. Financial proposal.
7. Timeline. Timeline should not exceed 7 months.

## **H. Evaluation Criteria;**

The criteria for the evaluation of technical proposals include the following items:

1. Consultant's/team's experience in the field covered by the TOR. The criterion (1) shall be further divided into the following sub criteria:
  - 1.1 Type of experience, length of experience, types of position held, length of service with similar organizations, etc.
  - 1.2 Suitability for the project; experience of performing the tasks that need to be completed in order to initiate and complete the full project.
  - 1.3 Familiarity with the assigned work and the context of work done. Familiarity with the conditions of the country in which the work is to be performed or experience in similar environments will be an added advantage.
2. Educational Qualifications and competency of the consultant or the team
3. Adequacy of the proposed approach and methodology and work plan.
4. Adequacy of proposed financial proposal. The financial proposal should not exceed MVR 500,000
5. Adequacy of proposed timeline. Timeline should not exceed 7 months.

The proposal will be evaluated based on the following 5 criteria.

Criteria	Points allocated
1. Experience of the consultant/ consultant team	25
1.1.Type of experience, length of experience, types of positions held, length of service with similar organizations, etc. (5 points)	
1.2.Suitability for the project; experience of performing the tasks that need to be completed in order to initiate and complete the full consultation. (10 points)	
1.3.Familiarity with the assigned work and the context of work done. Familiarity with the conditions of the country in which the work is to be performed or experience in similar environments will be an added advantage. (10 points)	
2. Educational Qualifications and competency of the consultant or the team	30
3. Adequacy of the proposed approach and methodology and work plan.	10
4. Adequacy of proposed timeline. Timeline should not exceed 7 months.	10
5. Adequacy of proposed financial proposal.	25
<b>Total</b>	<b>100</b>