



## Terms of Reference

### Education Consultant

#### A. Objective and Purpose of Assignment

The Islamic University of Maldives (IUM) is seeking to hire an experienced specialist to assist in the development of new courses in the Kulliyah of Economics and Management Studies (KEM). The purpose of this assignment is to identify, develop and to introduce new courses by the 2022 intake for the university.

#### B. Scope of Work

The consultant will be required to work closely with the Curriculum Development team and KEM's team of the university including Dean and senior lecturers. Furthermore, the consultant will be required to provide to the development of new courses as well as other related work assigned by the university for the development of the Kulliyah.

Following are the primary tasks that will be required of the consultant:

- Conduct a study of the existing programmes and conduct a market need assessment.
- Meet with relevant stakeholders, collect relevant information/data on current teaching practice in the university, and formulate plans to enhance and improve these practices.
- Develop programmes that will be beneficial to the Kulliyah and higher education sector of Maldives.
- Develop a rollout and implementation plan including training manual, tools to conduct TOT.
- Work together with international universities to provide IUM with affiliated programmes.
- Work on course approval from MQA and other related issues.
- Prepare subject outlines and the overall curriculum design of the courses.
- Engage in promotional activities of the courses Kulliyah in Male' and other learning centres across Maldives.
- Formulate strategies to attract and increase student enrolment of Kulliyah.
- Unite with local and global organisations in providing opportunities for the betterment of the courses and implementing policies related to these outcomes.



### **C. Duration and Commencement of Services**

Successful candidate will be contracted for a period of 2 year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual.

### **D. Qualifications and Experience**

- Master's degree or above in, Business, Marketing and Economics or any other related field.
- Have a teaching qualification and with at least 5 years of work experience in the area of higher education and having worked in senior academic position would be given priority.
- Should have excellent command over English with proven communication and, presentation and negotiation skills.
- Prior work experience in the field of programme development for a minimum of 5 years is required.
- Have experiences in able to plan and conduct TOT programs.
- Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
- Must have sensitivity to diverse opinions and difficulties arising from differing social perceptions.

### **E. Reporting Requirement**

- Report directly to the Dean of Kulliyyah of Economics and Management.
- The consultant should report to work on weekdays from 0900 – 1600 hours, other than public holidays.



## **F. Criteria for Evaluation**

An evaluation based on the following percentages will be conducted to determine the most suitable applicant.

1. Education (30%)
2. Related Experience (40%)
3. Interview (30%)

## **G. Remuneration and Leave Details**

- Successful candidate will be paid a fixed monthly fee of MVR 25,000.
- Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%) any other statutory requirement as may be applicable.

## **H. Facilities to be Provided**

A workstation from the Islamic University of Maldives with equipment including a computer / laptop for telecommunication services, and printing, photocopying and scanning services.

## **I. Submission of Application**

1. Cover Letter for Expression of Interest.
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
3. Work experience documentation (description of similar assignments, and experiences in similar field of work).
4. Copies of accredited academic qualifications.
5. Reference letters from current and/or previous employers.