

TOR for consultancy to develop Bachelor of Arts in Sociology course.

This TOR is in reference to announcement number MNU-FA/IUL/2021/50

A. SCOPE OF WORK

Under the guidance of the Faculty of Arts (FA), The Maldives National University (MNU), the consultant will develop Bachelor of Arts in Sociology to be instituted and conducted in MNU, Maldives, in consultation with key stakeholders and taking into consideration the 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. Identify the major course component requirements for Bachelor of Arts in Sociology.
2. Develop a comprehensive outline of the core and optional subject strands and provide detailed introductions, aims, objectives and topics of the subjects to be included in the course.
3. Develop the course structure including, introduction, aims, intended learning outcomes, contents, methods of delivery, assessment procedures and accreditation documents needed for MNU Committee on Courses and for Maldives Qualification Authority (MQA). Consultant also should participate in accreditation and validation meetings by MNU Committee on Courses and MQA and bring necessary changes and recommendations to the course documents.
4. Consult and collaborate with the key stakeholders to conduct a 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.
5. Develop an indicative list of books/ resources/ materials/ equipment for the key/core subject areas which include teaching materials and resources.
6. Identify the capacity of the subject experts/professionals to develop the detail subject outlines/curriculums for the course.
7. Organize and conduct a validation meeting to finalize objectives/ outcomes and content/topics for each subject and the course outline.
8. Develop detailed subject outlines for all the subjects outlined in the course structure. The outlines should be developed as per the guidelines of MNU.

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

B. EXPECTED OUTPUTS AND DELIVERABLES

All documents shall be submitted as stipulated below and all documents will 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 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 Bachelor of Arts in Sociology course including rationale, aims, intended learning outcomes, contents/ subjects, methods of delivery, assessment procedures, and identify resources/materials needed for the course. The final course document 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 course 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 courses with recommendations for way-forwards.

The timeline stated below are the maximum duration that can be granted for consultancy.

Deliverables/ Outputs	Estimated Duration to Complete
Inception Report	20 days
Draft Course documents (structure of Bachelor of Arts in Sociology, including rationale, aims, intended learning outcomes, contents/subjects, and methods of delivery, assessment procedures, resources and materials.)	75 days
Validation Meeting Final Course Documents (Course Structure, Subject Outlines, CoC form, and MQA form)	10 days
Mission Report Rollout Plan End Mission Report	15 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. At least fortnightly update meetings will be held with the Dean of the Faculty of Arts (FA) of MNU and the Focal Point.

D. Duration

This assignment will approximately take 4 months and is expected to start in late January 2022. 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. Qualifications of the Successful Individual Consultant:

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

- A minimum of a master's degree in Bachelor of Arts in Sociology or related field.
- A minimum of 5 years' experience working in the area of Sociology.
- A minimum of 3 years of professional experience in reviewing, designing and facilitating degree programs, course development, curriculum development and course accreditation
- Experience working as a lecturer/ curriculum developer is an added advantage.

- Experience in the region or similar context is an added advantage.
- Fluency in written and spoken English is required.

G. Recommended documents;

Interested candidates should submit;

- Cover letter
- Detailed CVs of main consultant and the team members
- Copy of National IDs/ passports of the main consultant and the team members
- Educational qualifications/ certificates of the main consultant and the team members
- Testimonials of relevant educational and professional experience
- Portfolio (not more than 8 pages) of previous similar work/consultation undertaken
- Work plan and methodology
- Timeline (Within the parameters of the timeline stated in the 3rd page of this document)
- Financial proposal
- If the proposal is submitted by a company/firm, registration certificate

H. Evaluation Criteria;

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

- a) Experience of the consultant/team; Consultant team's general experience and record in the field covered by the TOR;
- b) Adequacy of methodology and work plan Adequacy of the proposed approach, methodology and work plan;
- c) Qualification and competence of staff

The criteria (c) shall be further divided into the following sub criteria:

- (c)-(i) General qualifications (education, length of experience, type of position held, length of service with similar organizations, etc.);
- (c)-(ii) Suitability for the project (experience of performing the duties which will be assigned to them in the project);
- (c)-(iii) 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.

- d) Interview

Evaluation criteria details

Criteria	Total	Marks allocated	
		Main consultant	Team
Experience of the consultant <i>(An Average of the team experience will be taken to the aggregate point)</i>	10	5	5
Qualifications and educational competence of staff <i>(An Average of the team qualification will be taken to the aggregate point)</i>	15	Masters Degree – 8 PhD - 10	Masters Degree – 4 PhD - 5
Adequacy of methodology and work plan. Adequacy of the proposed approached, methodology and work plan.	15	15	-
Interview	10	10	-
Estimated cost	50	50	-

I. Payment schedule

Details	Payment Percentage
Upon completion and approval of Course Structure detailed Subject Outlines, CoC documents and MQA documents.	80%
Internal approval from MNU CoC.	10%
Approval from MQA	10%