



Reference number: MNU-CA-PAMD/2022/022

Request for Proposal for the Consultancy Services to Review and Develop Curriculum of Bachelors of Arts in Architectural Design Degree and the Masters in Architectural Design Degree

1. Introduction

<p>➤ Faculty of Engineering, Science and Technology (FEST) is seeking the services of a consultant / consultant team to undertake the works necessary to review and upgrade the undergraduate Architecture curriculum “Bachelors of Arts in Architectural Design degree” and develop a Masters in Architectural Design degree. The finalized curriculums should incorporate sustainability concepts such as green building and energy efficiency building practices, compact living, and meet the International Accreditation (RIBA) requirements</p>	
Course:	<p>➤ Review, upgrade and internationally benchmark Bachelors of Arts in Architectural Design degree</p> <p>➤ Develop and internationally benchmark the Masters in Architectural Design degree</p>
Duration of the Consultancy:	<p>The work should be completed within a maximum time frame of 6 Months from the date of awarding the contract</p>
Minimum Qualification of the Consultant:	<p>➤ A Master’s Degree in Architecture or related area</p> <p>➤ At least 5 years’ experience in course development and writing course and subject outlines for higher education</p>
Dates for the proposals	<p>➤ The RFP announcement date: 17th April 2022</p> <p>➤ Queries for RFP and TOR on or before 23:58hrs Maldivian time on 28th April 2022</p> <p>➤ <i>Final Bid submission on or before 13:00hrs Maldivian time on 16th May 2022</i></p>

2. Preparation of the proposal:

Consultants' Understanding of the RFP

In responding to this RFP, the consultant accepts full responsibility to understand the RFP and the terms of reference in its entirety, and in detail, including making any inquiries to the Faculty of Engineering, Science and Technology (FEST) as necessary to gain such understanding.

FEST reserves the right to disqualify any consultant who demonstrates less than such understanding.

3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by FEST staff in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Consultants' Inquiries Applicable terms and conditions herein shall govern communications and inquiries between FEST and consultants as they relate to this RFP. Inquiries, questions and requests for clarification related to this RFP are to be directed in writing to the Dean of the Faculty of Engineering, Science and Technology:

adam.khalid@mnu.edu.mv

Formal Communications shall include, but are not limited to:

- Questions concerning this RFP and TOR must be submitted in writing.
- Inquiries about technical interpretations must be submitted in writing.

4. Point system for evaluation of bids.

Price	60%
Experience	40%
Total	100%

a. Criteria for evaluation of the experience

FEST will evaluate the experience of the Consultant or Team of Consultants based on the following criteria for the 40% assigned for experience:

Consultant / Consultant team Experience – candidate/s has successfully completed similar projects and has demonstrable experience in writing curriculum and teaching such curriculums in respective courses. Experience in respective professional bodies nationally and internationally	60%
Consultant/s Qualifications - candidate has demonstrable qualifications to undertake the assignment. Please provide qualifications of all team members and their roles.	40%

5. Bids to be sent to :

If via email	Address it to Procurement Section, The Maldives National University, Central Administration, Rahdhebai Hingun, Male' (20-04) Republic of Maldives +960 3345109 And email to: bids@mnu.edu.mv
If by Post or delivered by person	Procurement Section, The Maldives National University, Central Administration, Rahdhebai Hingun, Male' (20-04) Republic of Maldives +960 3345109

FACULTY OF ENGINEERING, SCIENCE AND TECHNOLOGY (FEST)

THE MALDIVES NATIONAL UNIVERSITY

MALE' REPUBLIC OF MALDIVES

TERMS OF REFERENCE

**for Consultancy Services to Develop Curriculum of
Undergraduate and Master's Programs in Architecture**

1. Background

Faculty of Engineering, Science and Technology (FEST) is seeking the services of an international or a local firm or a team of consultants / consultant to undertake the works necessary to upgrade and internationally benchmark the undergraduate Architecture curriculum and develop and benchmark a Master's degree in Architecture.

The final curriculums should incorporate sustainability concepts such as green building and energy efficiency building practices, compact living, and meet the International Accreditation (RIBA) requirements.

2. Objectives of Assignment

The objective of this consultancy is to upgrade the curriculum of undergraduate Architecture degree and develop a Master's degree in Architecture that meets the requirements of sustainability concepts such as green building concepts and energy efficiency building practices, compact living, and meet the International Accreditation (RIBA) in consultation with the following.

3. Scope of Works

The international or a local firm or a team of consultants / consultant will be in constant communication with FEST and directly responsible to deliver the following outputs:

- A. Upgrade the curriculum of the undergraduate Architecture programme to incorporate green building concepts, energy efficiency building practices, compact living and sustainability concepts include any other major international trends in a way that there is logical coherence between all the related subjects such as design, building technologies, building science and culture.
- B. The undergraduate curriculum to be benchmarked with known international programmes enabling potential future accreditation by bodies (RIBA, NAAB, Canberra Accord, etc.) to a Part 1 equivalent programme.
- C. The course document for undergraduate Architecture degree to be upgraded and redeveloped according to the procedures for course approval by Committee on Courses (CoC) and accredited at MNQF level 7, Bachelor's Degree.

- D. Develop the curriculum of Master's in Architecture programme focused on green building concepts, energy efficiency building practices, compact living and sustainability concepts or include any other major international trends in a way that there is logical coherence between all the related subjects such as design, building technologies, building science and culture etc.
- E. The Master's degree curriculum to be benchmarked with known international programmes enabling potential future accreditation by bodies (RIBA, NAAB, Canberra Accord, etc.) to a Part 2 equivalent programme.
- F. The course document for Master's degree programme in Architecture to be developed according to the procedures for course approval by CoC and accredited at MNQF level 9, Master's Degree.
- G. Consultants must identify the Legal and Policy instruments in the Maldivian context relating to green building concepts and energy efficiency building practices and the practice of Architecture. Consultants must find means to integrate these across the subjects taught in the developed curricula for Architecture.
- H. Consultants must identify the Concepts and Theories relating green building and energy efficiency building practices and introduce relevant green-star-rating systems in the developed curricula for Architecture. The consultants must find means to integrate these across the subjects taught in the developed curricula for Architecture.
- I. The consultants must develop a Matrix table for the exercises in undergraduate and Master's programmes demonstrating the following:
- How the exercises are inter-connected over the units and across the timeline of the semesters
 - How lags in one exercise as consequence of delays in another related exercise may be minimized.
 - How the exercises cover the content on Concepts and Theories relating green building and energy efficiency building practices (In addition to the matrixes required by MQA for course approval).

- J. The unit outlines for the revised undergraduate course in Architecture and the new Masters programme in Architecture must identify details of exemplar exercises with the inclusion of marking schemes and the reading resources and equipment necessary for the unit.
- K. The unit outlines for the revised undergraduate course in Architecture and Masters programme in Architecture must be in the most recent CoC format and identify weekly programmes/topics with learning objectives, descriptions and list primary reference texts and supplementary reading.
- L. Final Evaluation Report for the revised undergraduate course in Architecture and the Masters programme in Architecture must include components to address: Quality Control; Monitoring; Evaluation; List of equipment and resources necessary for the course and framework for international accreditation.
- M. Final Evaluation Report must highlight the process, lessons learned and options for scalability, and propose recommendations
- N. Final Evaluation Report must be compiled with all the works undertaken under the Scope of Works listed above which are not required under the MQA course document template.

4. Deliverables

Deliverable	From the date of Contract awarding
1. Analyze the present curriculum in light of internationally recognized programs.	During the 1 st month
2. Conduct stake holder meetings with relevant Ministries, NGO's, and respective fulltime staff / part time staff / students and other relevant parties and set agreed benchmarks and standards in consultation with FEST.	During the 1 st month
3. Formulate a report on the findings and suggest recommended changes to the structure of the Bachelor's Degree and Master's Degree and get it approved from FEST and the Academic Senate	End of 1 st month
4. Formulate relevant subject outlines as per the approved structures of the Bachelor's Degree and get it approved by the relevant department of FEST	End of 3rd month

<p>5. Formulate relevant subject outlines as per the approved structures of the Master’s Degree and get it approved by the relevant department of FEST</p>	<p>End of 4th month</p>
<p>6. Draft CoC and MQA course document for Architecture Bachelors and Master’s degree</p>	<p>End of 5th month</p>
<p>7. Final Course Documents and Evaluation Report:</p> <ul style="list-style-type: none"> a. MQA curriculum document for Architecture undergraduate degree b. MQA curriculum document for Architecture Master’s degree c. Final Evaluation Report 	<p>End of 6 months</p>

5. Duration of the Consultancy

Duration of the assignment is 6 calendar months upon signing the contract.

6. Reporting Requirements

- Consultants are expected to work closely with the FEST.
- The consultants will report directly to Dean of FEST or any relevant person assigned by the Dean of FEST.
- A key member/s of the Consultant team is required to physically attend the following meetings:
 - Initial discussion with Faculty members and relevant stake holder meetings
 - After deliverable 3
 - After deliverable 4 & 5.
 - After draft of final evaluation report
- Expenses of travel and accommodation etc. will have to be borne by the consultants, hence these has to be incorporated into the financial proposal.
- For meetings held under this consultancy, the Minutes of Meeting must be provided to FEST within 3 days of the meetings.

7. Financial proposal

- The financial proposal must contain the following:
 - Consultancy charge for the preparation of the Bachelor's Degree. This should include the cost of stake holder meetings etc.
 - Consultancy charge for the preparation of the Master's Degree curriculums. This should include the cost of stake holder meetings etc.
 - Cost of air travel, accommodation, stipend and other incidental expenses etc.
- If an international firm is selected for the consultancy the visa and other such logistical cost will be managed by FEST.

8. Documents to be included in the proposal

- Consultancy firms profile / Consultants' profile
- CV's of the persons involved in the consultancy and their role and responsibilities
- Educational qualification and other relevant documents
- Supporting documents to show the experience of the firm / consultant in the development of such curriculum
- Implementation plan and how the work would be carried out
- Time line on the key aspects and deliverables.
- Financial proposal