

**Term of Reference**  
**Consultant to conduct training need analysis of Maldives**

**Background**

1. World Bank study on Higher Education reveals the gross enrolment ratio of 6% in higher education in the Maldives. This percentage is very low for a middle income country and since then work has been in progress to raise the gross enrolment ratio in higher education in the country. Loan schemes have been introduced and are in progress on a large scale including full funding since 2012. It has been observed that students apply for loans in their preferred area of study and training at the initial stages did not reflect the national needs. Scholarship opportunities are also made available for the needy areas such as teaching and nursing. The major challenge faced in training is the lack of data on the areas of training required for national development. So far the Department of Higher Education is using the data sent by the different Ministry's about the training that they need, however this does not reflect the country's training need.
2. The Ministry of Education, Government of Maldives (GOM) has proposed to conduct a training need analysis for the whole country. This has been suggested to focus the necessary policies and guidelines based on the national need.

**Objective**

3. The objective of this assignment is to conduct a training need analysis and develop a report based on the findings.
4. Master Plan for Higher Education (2017 – 2022) has policy recommendations to systemically monitor the enrolment demand and future training needs. The training needs are to be based on employment needs, economic development patterns and the Government's development initiatives.

**Scope of Services**

5. The GOM wishes to complete the training need analysis of the country in 2017 and it is expected that the work will commence in November 2017 and would be completed by May 2018.
6. The project will be headed by a Steering Committee chaired by the Minister of Education or any other official assigned by the Ministry of Education. The overall responsibility of the consultant to get policy directions from the Steering Committee and develop the training needs analysis.
7. The tasks will include, but will not be limited to, the following:
  - Propose a design and process of preparing the training need analysis of the country
  - Prepare timeline with goals for each stage

- Identify the priority areas such as tourism, economic activities from the greater Male' development program, small and medium enterprise development program by Ministry of Economic Development and other services that required graduates
- Advising DHE on processes for stakeholder consultation during the study
- Undertaking primary research and data analysis in the required areas in consultation with DHE.
- Prepare questionnaire and documents needed for focus group discussions and workshops
- Travel to the identified islands for the research
- Identify the education and training levels, including TVET and higher education training
- Draft reports for interim meetings with the Steering Committee.
- Propose the structure of the draft for the final report of the training need analysis
- Completion of the report based on the training need analysis of the country

8. Other contractual and financial details.

### **Required Qualifications and Experience**

9. In order to successfully carry out the tasks listed above, consultant is required to have the following qualifications and experience:
- At least a Master Degree in Human Resource Management, Education, Human Resource Planning and Development, or a relevant discipline;
  - At least 5 years of experience in Human Resource Development and operations for complex projects;
  - Extensive experience in training and development studies or activities
  - Extensive experience in the management of Human Resource Development sector;
  - Experience working with different government units and agencies, and familiarity with relevant government procedures and regulations;

### **Other Competencies**

10. In addition to the required qualifications and experience, consultant will have the following competencies:
- Strong organization, co-ordination and teamwork skills.
  - Strong client orientation and skills in promoting stakeholders' participation in the project.
  - Excellent verbal and written communication skills in English, and the ability to prepare high quality reports in English.
  - Proficiency in the use of MS Office, basic statistical software, email and the internet.
  - Ability and willingness to travel to the Atolls for field visits to oversee project implementation.

### **Institutional Arrangements**

11. Consultant will work at a place as agreed by both parties.

### **Duration of services and terms of payment**

12. The service is for a period of six months. The consultant will be hired as a specialist/consultant under the project and will be paid in accordance with the agreed rate upon completion of the outputs specified in the TOR and the contract.