



Terms of Reference and Scope of Services

Enhancing Education Development Project (EEDP) - WB Grant # H841-MV

Ministry of Education, Republic of Maldives

TOR for Consultancy to Develop Website

Purpose of Assignment

Background:

In recent years, Maldives has made substantial progress in the Millennium Development Goals, including that of having achieved the goal of universal primary education¹. Access to secondary education has also increased, with 194 schools currently providing secondary education throughout the country. With universal access to education achieved and gender parity in education established, new education policies are looking at improving the quality of education services. As such, the Ministry of Education has introduced new policies, including the ‘No Child Left Behind’ and ‘Every Youth is Skilled’ policy in 2014, in order to ensure that every student leaves the formal schooling system with academic and/or vocational skills. Accordingly, pilot projects such as the *Dhasvaaru* Project (School Internship Project) and School Polytechnic Project were introduced in 2014, and efforts were made to expand life skills education and vocational education in the country, with initiatives such as the introduction of the BTEC stream for students in secondary education.

These education initiatives have been received favorably; *Dhasvaaru* project which was piloted in 2014 for 181 students from 11 schools in the capital city of Male’ has now expanded to all of the atolls, with 1248 students from 157 schools currently being trained under *Dhasvaaru* nationwide. BTEC stream, which was also introduced in the Maldives in 2014, has had immense success with 79% of the first batch of BTEC students in the country having graduated at the end of 2016. Currently there are 179 schools nationwide offering BTEC stream with 3076 students enrolled in O’ Levels, and 342 students studying BTEC A’ Levels in 25 schools. The successes of both of these programs are not only seen in the enrollment and graduation numbers, but by seeing where graduates of these programs are now; 74% of *Dhasvaaru* graduates (2014-2016

¹ Department of National Planning (2010)

batch) are engaged in either employment or higher studies and similarly, 71% of BTEC graduates (2016 batch) are engaged productively in society.

During our work with students in the past four years, it has been noted that young people find it difficult to seek available jobs and communicate effectively with potential employers. Young people seem to find it daunting to search through job advertisements, create resumes and prepare for job interviews. Although having acquired the necessary knowledge and/or skills to perform the job, it has been noted that the majority of young people and students whom we come in contact with do not have sufficient skills (i.e., career preparedness/job skills) to gain employment. Similar findings have been shared by private sector companies and stakeholders during meetings; youth in the Maldives are not well prepared when it comes to making resumes and presenting themselves and communicating effectively during interviews. Unemployment is a key issue faced by young people in the Maldives; however, it is not that Maldivian youth are disengaged and not actively pursuing employment. What we have noticed during our work with Dhasvaaru and BTEC students is that young people want to be gainfully employed and pursue their passion- they just need support and the appropriate push in the right direction.

The Ministry of Education (MoE) will be addressing this by implementing a new project, with the overall objective of increasing the capacity of young people to pursue employment and creating linkages between potential employers and young people and MoE. There are two components to this project: (1) Development of a career platform which links job seekers with potential employers and (2) Creation of a youth hub- a youth friendly space where students and young people can access resources and information on job opportunities and vocational trainings. In the hub, young people would be able to seek the help of trained staff who can guide them on creating resumes, searching for jobs/trainings, enhance job interview skills and register online on the website created to link up job seekers with employers. Identifying the skills gap in young people and guiding them to the necessary training pathways which will help them increase their skillsets and thus, enhance their employability would be an integral component of this hub. The youth hub can also be used as a space by both youth and stakeholders to hold events that will effectively engage youth.

Objective

The purpose of the consultancy is to develop an online portal/website which links job seekers with potential employers. This website will serve as a platform for young people to register as job seekers and develop their resumes; tutorials and visual guides will be accessible on the platform for registered users to get tips on areas such as effective communication, physical presentation, and what to expect in a job interview. Private and public sector companies and other employment providers can also register on this platform to access the database and connect with registered youth with specific skills/qualifications they are looking for in their employees. This website can also serve as a platform where MoE and employment providers can communicate with youth/students on training and employment opportunities. The domain and hosting of website will be provided by MoE.

Scope of Services

The following tasks will need to be undertaken by the consultant:

1. Meet with Ufaa Program Office, MoE, to identify expectations and features of the website
2. Create and share a prototype of the website with Ufaa Program Office
3. Develop the website fully, incorporating features requested by Ufaa staff
4. Testing of website, to work out any flaws/loops/kinks
5. Write up configuration documentation and guidelines of the website
6. Orient Ufaa Program Office staff to the website
7. Handover of admin rights to MoE

Deliverables:

- The website is responsive, fully developed, functioning and running online without any flaws
- The website is designed and programmed in a way that enables MoE to manage its content. This includes handover of admin right to MoE (multiple admins) enabling MoE to change all content autonomously
- Configuration documentation and guidelines which clearly state how to manage the website, details on the hosting arrangement, environment and its configuration are provided

Required Qualifications and Experience

In order to successfully carry out the tasks listed above, consultant is required to have the following qualifications and experience:

- a) Proven 3-5 years of work experience in website development
- b) Proven ability to deliver high quality websites according to specified technical requirements and under tight schedules

Duration of services and terms of payment

The consultancy will be based in Male'. The consultant is required to report to Ufaa Program Office and work there on a full-time basis for 3 months (from the date the contract is signed). The payment of the consultancy would not be made as a lump sum figure or on a daily basis; it will be based on the deliverables. Accordingly, payments would be made upon completion of the outputs as stated below:

Output 1: Upon submission of prototype of website- 20% of the contract value

Output 2: Upon submission of fully tested website- 50% of the contract value

Output 3: Upon submission of configuration documentation and guidelines, and handover of admin right to MoE- 30% of the contract value

All the documents produced under this consultancy would be endorsed by Ministry of Education.

Interested candidates should submit the following:

- a) An updated CV
- b) Portfolio, showcasing previous work (minimum of 2-3 websites)
- c) Proof of ability to undertake this consultancy, in the form of reference letters (of relevant work)
- d) A proposal on how the applicant will undertake this consultancy, with methodology and timeline provided
- e) Proposed fee (in MVR, inclusive of GST)

Evaluation Criteria

- Financial Proposal – 15 points
- Experience – 70 points
 - Applicants who do not meet the required qualifications and experience outlined will be rejected
 - Applicants with portfolios showcasing high quality videography skills will be ranked higher
 - Applicants must submit both CV and proof of work for points to be given under experience
 - Referrals given might be contacted for further information about applicant's quality of work in this area
- Proposal- 15 points
 - Points will be given based on methodology and timeline proposed