

Faculty of Health Sciences of the Maldives National University (MNU) requests to hire a national consultant to develop Internship Guidelines for Bachelor of Physiotherapy course

A. SCOPE OF WORK

Under the guidance of the MNU, the consultant will develop the Internship guidelines for Bachelor of Physiotherapy, to be instituted and conducted in MNU, Maldives, in consultation with key stakeholders and taking into consideration the international 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. Consult and collaborate with the key stakeholders to conduct a needs analysis to better understand the current challenges and feasibility of the proposed internship and to ensure that the internship meets the needs of the course and is relevant to professionals, public, and private service sector in the Maldives.
2. Identify the major competency requirements for the Bachelor of Physiotherapy course based on the curriculum.
3. Develop the Rotatory Internship I & II Guidelines, based on the course curriculum taught at the MNU.
4. Identify the capacity of the clinical educators and existing pool of clinical educators to supervise the detailed components identified in the guidelines.
5. Develop a comprehensive student guide book (for the whole year) and provide a detailed internship outline with assessment guide for the clinical educators. Include the list of equipment's and materials required by the students to undertake the specialized internships.
6. Organize and conduct a validation meeting with the faculty teaching staff to finalize the guidelines.
7. Ensure that the developed guideline (student guide and assessment guide) is benchmarked against undergraduate courses in reputed universities and international best practices.

B. EXPECTED OUTPUTS AND DELIVERABLES

All documents shall be submitted as stipulated below and all documents shall 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. **Student Guidebook:** The draft internship guidelines should include the student guide book (2 semester contents), with separate specialties that span 2 semesters and core competencies identified under each specialty, assessment procedures highlighted, identify resources/materials including essential equipment's and books needed for the internship. The final guideline is to be submitted based on the review by MNU and consultation meetings with relevant stakeholders.



2. **Assessment Guidelines:** A detailed assessment procedure for assessing each component of the internship has to be developed based on the course outline and student guide book for rotatory internship I & II. The assessment guidelines should have directions for clinical educators to conduct the assessment during the internship and final evaluation methods to be included as well. The assessment guidelines 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 internship. Relevant impact on staff and faculty and recommendations to manage these impacts should also be included in the guidelines.

3. **Timeline for deliverables**

Deliverables/ Outputs	Estimated Duration to Complete
Draft Internship Guidelines I & II <ul style="list-style-type: none"> - Student guide book - Assessment guidelines for supervisors 	30 days
Validation Meeting and Final Internship Guideline	10 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. Fortnightly update meetings should be held with the Dean of the Faculty of Health Sciences of MNU and the Focal Point from the Faculty of Health Sciences.

D. Duration

This assignment will approximately take 40 days and is expected to start in 7th August, 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. Consultancy by an Individual

Individuals can apply for the consultancy. If an individual applies, evaluation of the educational qualification and work experiences will be done based on the documents of the individual applicant. Preference will be given to those candidates with similar work experience.

G. Consultancy by a team

A team can apply for the consultancy. In case a team applies, the evaluation of the educational qualification and work experiences will be done based on the documents of the team. The primary applicant should take



the responsibility for the deadlines in the case of a team application. Preference will be given to those candidates with similar work experience.

H. Qualifications of the Successful Principal Consultant:

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

1. A minimum of a master's degree in Physiotherapy or from a closely related field. A PhD from the area will be of advantage in the selection.
2. A minimum of 5 years' clinical experience working in the area of Physiotherapy.
3. Experience working as a lecturer/professor is an added advantage
4. Experience in the region or similar context is an added advantage.
5. Fluency in written and spoken English is required.

G. Required documents;

Interested principal candidates should submit;

1. A cover letter.
2. Copy of educational certificates including transcripts of undergraduate and master's degree of the consultant. Note: If required, the selected consultant/team might be asked to provide proof/evidence that all documents are true documents.
3. Detailed CV of the individual consultant or the CVs of all members of the consultancy team (if a team is applying for the consultancy).
4. Copy of certification or registration of the consultant with professional bodies.
5. A portfolio (not more than 8 pages) of previous similar works/consultation undertaken by the consultant or the team.
6. Financial proposal. The financial proposal should not exceed MVR 80,000.00
7. Timeline. Timeline should not exceed 45 days.

H. Evaluation Criteria;

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

1. Consultant's/team's experience in the field covered by the TOR. The criterion (1) shall be further divided into the following sub criteria:
 - 1.1 Type of experience, length of experience, types of position held, length of service with similar organizations, etc.



1.2 Suitability for the project; experience of performing the tasks that need to be completed in order to initiate and complete the full project.

1.3 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 will be an added advantage.

2. Educational Qualifications and competency of the consultant or the team

3. Adequacy of proposed financial proposal. The financial proposal should not exceed MVR 80,000.00

4. Adequacy of proposed timeline. Timeline should not exceed 45 days.

The proposal will be evaluated based on the following 5 criteria.

Criteria	Points allocated
1. Experience of the consultant/ consultant team	35
1.1.Type of experience, length of experience, types of positions held, length of service with similar organizations, etc. (15 points)	
1.2.Suitability for the project; experience of performing the tasks that need to be completed in order to initiate and complete the full consultation. (10 points)	
1.3.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 will be an added advantage. (10 points)	
2. Educational Qualifications and competency of the consultant or the team	30
3. Adequacy of proposed timeline. Timeline should not exceed 45 days.	10
4. Adequacy of proposed financial proposal. The financial proposal should not exceed MVR 80,000.00	25
Total	100

