

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Department of Inclusive Education, Ministry of Education  
Republic of Maldives

**Terms of Reference for a Local Consultant to Train Stakeholders on Implementing Teacher Training Standards for Disability Inclusion at Colleges and Universities and Rollout Implementation Plan Developed for Disability Inclusion**

**TOR Reference No:**

**(IUL) 22-PU/22/2022/232**

**17<sup>th</sup> October 2022**

**SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date:	17 <sup>th</sup> October 2022
Clarification deadline	25 <sup>th</sup> October 2022, 1400 hrs. Local Time
Proposal submission deadline	28 <sup>th</sup> October 2022, 1400 hrs. Local Time

**Programme Information:**

**Strategic Action Plan of DoIE, Goal 4:** The schools and the universities/colleges applies inclusive pedagogies and co-teaching approaches as a best practice for all students by 50% by 2025

**Activities:**

4.1 Development of inclusive pedagogies framework (2022-2025)

4.4 Capacity building of university/college staff on the inclusive pedagogies framework (2022-2025)

**Strategic Action Plan of DoIE, Goal 6:** To train 30% professionals (teachers, specialist teachers and support staff) in inclusive education by 2025

**Activities:**

6.3 Conduct capacity development programs for teachers (2021-2025)

**UNICEF Work Plan 2022-2023**

**Intervention 2.1.7**

Support for implementation of the Inclusive Education (IE) Policy  
d) technical support to align teacher training courses with IE policy

## **1. Programme Background**

In the year 2021, the Department of Inclusive Education conducted a project on ‘revising inclusive education modules conduct at universities and colleges in the Maldives and provide technical support for advocating ShaamiluVeshi Project’, Project No: 476/PRIV/2021/1 funded by UNICEF. In this project key documents were developed including a Teacher Training Standards for Inclusive Education, a Teacher Training Sample Module, an Inclusive Education Implementation Guideline, and an Action Plan with a Way Forward for 2022-2023. In order to develop these documents, the Department of Inclusive Education followed various steps. During this process, an in-depth analysis was done for IE modules currently conduct as colleges and universities with the support from higher education institutions (HEIs). Once the analysis process was done, the preliminary findings were shared with HEIs via online meetings and sending written feedback reports. After that, documents were developed by researching current literature related to IE, and also aligning the documents with the IE Policy 2021 and the Education Act 2020. A validation workshop was conducted to finalise these documents and developed an implementation plan with a way forward. Therefore, there is a need to conduct another project to make key stakeholders including lecturers of higher education institutions, course coordinators, Departments of the Ministry of Education, and school principals aware of Teacher Training Standards for Inclusive Education, IE Sample Module and IE Implementation Guideline so that they would have a succinct understanding of these documents. Specifically, the staff of HEIs need to have a robust understanding of these documents as being the implementing partners, and also to be trained on inclusive pedagogy as recommended in the IE Policy 2021. Thus, in collaboration with UNICEF, DoIE needs to seek professional support from relevant professionals for implementing the Implementation Plan of the IE Module Revision Project as per the recommended timeline.

### **What are the objectives to which the consultancy is related?**

- 1) The objective of this consultancy is to implement the action plan that was developed in 2021, to strengthen disability inclusive education in the teacher training programmes offered across the country through training institutes.

### **2. Duty station:**

Male’, Maldives (Department of Inclusive Education)

### **3. Supervisor**

Adhila Rushdhee, Education Development Officer Coordinator, together with the Inclusive education technical committee of DoIE.

#### 4. Major tasks to be accomplished

Major Activities	Details of the tasks	Dates (working days excluding weekends)	Deliverables
(1) Conduct orientation sessions for key stakeholders on TTSs, and IE Module Implementation guideline.	<ul style="list-style-type: none"> <li>(a) In collaboration with DoIE finalise content of the orientation programme.</li> <li>(b) Finalise workshop participants and other logistics.</li> <li>(c) Conduct orientation programme for the Departments of MoE, MQA, All HEIs, school heads and LTs.</li> </ul>	22 working days	Orientation programme report
(2) Conduct PD sessions for in-service teachers on IE pedagogy and TTSs.	<ul style="list-style-type: none"> <li>(a) In collaboration with DoIE finalise content of the PD session.</li> <li>(b) Finalise workshop participants and schedule.</li> <li>(c) Conduct online PD sessions for in-service teachers.</li> </ul>	15 working days	PD session report
(3) Support higher education institutions to revise IE modules	<ul style="list-style-type: none"> <li>(a) Draw a timeline for revising IE modules.</li> <li>(b) Share guidance for HEIs on revising IE modules.</li> </ul>	15 working days	Activity report

<p>(4) Conduct a training programme for all the lecturers on teaching IE module.</p>	<p>a) Design a training programme for lecturers on teaching IE Module.  b) Finalise participants' list and workshop logistics.  c) Conduct training programme for all the lecturers.</p>	<p>15 working days</p>	<p>Training report</p>
<p>6) Develop a guideline for Shaamilu Edhuru Campaign to showcase best inclusive education practices among schools</p>	<p>a) Develop a guideline for Shaamilu Edhuru Campaign.  b) Conduct an orientation programme for schools to make them aware of the guideline.  c) Develop a mechanism at DoIE to start Shaamilu Edhuru Campaign and sustain the programme.</p>	<p>32 working days</p>	<p>Guideline and orientation report</p>

**5. Estimated duration of contract**

It is estimated that the project will take approximately 4 months.

**6. Official travel involved (itinerary and duration)**

Local travels may need to be undertaken as necessary.

## 7. Deliverables and expected timeline

Deliverable	Expected timeline for submission of each deliverable
Finalised PPTs for conducting orientation, workshop schedule, and orientation programme report.	22 working days
Finalised content of PD, PD session schedule, PD session report.	15 working days
Timeline for revising IE module of HEIs, activity report	15 working days
Training package for lecturers, training schedule, training report	15 working days
Shaamilu Edhuru Campaign guideline, orientation guideline, orientation report, project report	32 working days

The total value of this ToR is MVR 100,000/- for four months duration.

## 8. Qualifications or specialized knowledge and/or experience required

- Must have at least a Master's degree in inclusive education OR related field.
- At least 5 years of teaching experience in schools/colleges.
- At least 5 years of experience in developing policies and programs related to inclusive education.
- Must have current knowledge of trends in the inclusive education around the globe and within the region (South Asia & South East Asia).
- Excellent communication skills in English (oral and written).
- Must be able to manage diverse view points and work in demanding situations.
- If undertaken similar activities/consultation in the Maldives will be of an added advantage.

## 9. Proposal

Interested consultants should submit a technical proposal along with the application.

### Applicants need to submit the following items with their application.

1. Document Checklist (**Form 1**)
2. A letter for applying to the consultant (**Form 2**)
3. Curriculum Vitae (**Form 3**)
4. Copy of National Identity Card or Passport (Valid)
5. Attested educational qualifications
6. Experience letters
7. Technical proposal (Summary of the work plan must be presented in the format in Work Schedule (**Form 4**) showing in the form of a bar chart the timing proposed for each activity)

## 10. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Proposals are:

DETAILS	MAXIMUM POINTS
<b>Qualifications and competence:</b>	<b>[70]</b>
<p style="text-align: center;"><b><i>Qualifications and Skills</i></b> <span style="float: right;"><b>20 points</b></span></p> <ul style="list-style-type: none"> <li>• [10] Points for minimum postgraduate Degree in inclusive education OR related field, [10] points additional qualifications up to PhD.</li> </ul> <p style="text-align: center;"><b><i>Teaching Experience</i></b> <span style="float: right;"><b>20 points</b></span></p> <ul style="list-style-type: none"> <li>• [10] points for minimum 5 years of teaching experience in schools/colleges, [02] point for each additional year up to 10 years</li> </ul> <p style="text-align: center;"><b><i>Specific Experience</i></b> <span style="float: right;"><b>30 points</b></span></p> <ul style="list-style-type: none"> <li>• [10] Points for completion of minimum 5 years of experience in developing policies and programs related to inclusive education</li> <li>• [15] Points for working in a project in this nature.</li> <li>• [5] Points for proven for current knowledge of trends in the inclusive education around the globe and within the region (South Asia and South East Asia).</li> </ul>	
<b>Interview:</b>	<b>[30]</b>

## 10. ANNEXES

### ANNEX A - FORMS

#### FORM 1 – Document Checklist

<b>PROPOSAL DOCUMENTS</b>	
Proposal Submission Form ( <b>Form 2</b> )	
Copy of National ID card (Valid)	
Curriculum Vitae (CV) ( <b>Form 3</b> )	
Accredited academic certificates	
Required experiences listed in this TOR	

#### FORM 2 – Proposal Submission Letter

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultant service for **“CONSULTANT TO REVISE INCLUSIVE EDUCATION MODULES CONDUCT AT UNIVERSITIES AND COLLEGES IN THE MALDIVES AND PROVIDE TECHNICAL SUPPORT FOR ADVOCATING SHAAMILU VESHI PROJECT ”** in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposed staff. My Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name of consultant:

Address:

## FORM 3 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
  - From [Month/Year] – To [Month/Year]:
  - Employer:
  - Positions held:
- 8. Summary of projects/assignments undertaken/ role**
  - Name of project/ assignment:
  - Experience classification: General / specific
  - Scope of project/ assignment:
  - Role/ Position undertaken:
  - Period of Consultation:
- 9. Past commitments in projects with the Ministry of Education**
  - Name of the Contract/Project:
  - From [Month/Year] – To [Month/Year]
  - Positions held
  - Summary of role:



