



MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH PROJECT (MEERY: P163818)

Ministry of Higher Education
Republic of Maldives

TERMS OF REFERENCE AND SCOPE OF SERVICES

For

Consulting Firm or Institute to Review National Competency Standards with Logbooks and Develop Curricula, Learning Materials and Assessment Resource Books

(Procurement Ref : MV-MOHE-310084-CS-QCBS)

1. Background:

The Government of Maldives (GoM) is implementing the “Maldives: Enhancing Employability and Resilience of Youth (MEERY)” Project. The project is funded by the World Bank and the objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee co-chaired by the MoHE and the Ministry of Economic Development (MED). The project comprises of three components and a Contingent Emergency Component. The three primary components are:

Component 1: Fostering skills development and entrepreneurship in priority sectors (Tourism & Construction and ICT-related Services Sectors through four sub-components: *1.1: Labor-market assessment and analysis for demand driven skills identification*

1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum

1.3: Face-to-Face Skills Delivery.

1.4: Support for Entrepreneurship Development.

Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

2.1: Strategy Development, Strengthening and Diversifying skills development programs. *2.2: IT infrastructure for skills development and jobs platform.*

2.3: Career hubs for education-industry linkages.

Component 3: Project Coordination, Monitoring and Evaluation

The Project Management Unit (PMU) of the MoHE, in charge of implementing the project and is looking for a qualified Education and Training Consulting Firm or Institute to carry out this assignment.

2. Overview:

Several aspects of the Maldives’ recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided / collided with the rapid growth in low-skill service jobs associated with

tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to:

- (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and
- (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

3. Introduction of the Assignment:

Maldives National Skills Development Authority (MNSDA) has established 6 Employment Sector Councils (ESCs) to identify priority skills needed areas in each sector and to set National Competency Standards (NCS). These ESCs are in Construction, Transport, Fisheries and Agriculture, Social, Tourism and ICT.

The MEERY project is financing skills development and entrepreneurship in priority sectors such as Tourism, ICT and Tourism related Construction, and MEERY wishes to recruit an Educational and Training Consulting Firm or Institute that has the capacity and resources to review existing National Competency Standards with Logbooks and develop Curricula, Learning Materials and Assessment Resource Books.

4. Objective:

The objective of this assignment is to review National Competency Standards with Logbooks and develop, Curricula, Learning Materials and Assessment Resource Books for the identified areas in Table 1.1

5. Scope of Services:

The tasks will include, but will not be limited to the following:

- The Consulting Firm or Institute would be facilitating MNSDA in reviewing existing National Competency Standards with Logbooks and develop new Curricula, Learning Materials and Assessment Resource Books for the 70 areas identified in Table 1.1.
- The Consulting Firm or Institute must refer to International Labor Organization (ILO)'s Standards for reviewing or developing National Competency Standards and related training materials.
- To review the National Competency Standards with Logbooks and develop the Curricula, learning materials and Assessment resource books as per instructions/to the formats from MNSDA with the guidance from Technical Panel (TPs) formed by MNSDA.
- Once the NCS draft is finalized by MNSDA with guidance from the TP, to present the NCS to the relevant ESC formed by MNSDA.
- The Consulting Firm or Institute is responsible to fully participate in all the meetings and Employment Sector Council meetings, bring changes to the NCS according to the feedback from the TP and ESC members.
- Curricula need to be developed based on the endorsed NCSs, to the course document format approved by the Maldives Qualification Authority (MQA), and the documents need to be presented to and approved by the TP.
- Learning materials and Assessment Resource Books need to be developed to the endorsed NCSs, and

the documents need to be presented to and approved by the TP.

- The Consulting Firm or Institute is responsible to finalize the documents according to the final comments from the TP members and MNSDA.
- Soft copies (MS Word and PDF) of prepared documents (NCS, Logbooks, Curricula, learning materials, and Assessment resourcebooks) need to be shared with MNSDA after proofreading and formatting the documents and bring any changes to the documents according to feedback from MNSDA.
- The Consulting Firm or Institute is also responsible to obtain approval from MNSDA, for the final document.

Table 1.1

LIST OF PROPOSED QUALIFICATIONS FOR DEVELOPMENT OR REVIEW OF NATIONAL COMPETENCY STANDARDS, CURRICULUMS, INSTRUCTIONAL MATERIALS, RESOURCE BOOKS & LOGBOOKS

#	Certificate Level	Qualifications Title	Standard & Logbook	Curriculum	Learning Material	Assessment Resource Book
1	3	Agriculture	Review	New	New	New
2	3	Airport Representative Services	Review	New	New	New
3	3	Art Skills	Review	New	New	New
4	4	Art Skills	Review	New	New	New
5	3	Automotive Maintenance (Light Vehicle)	Review	New	New	New
6	3	Bar Bending	Review	New	New	New
7	3	Barista Training	Review	New	New	New
8	4	Barista Training	Review	New	New	New
9	3	Boat Operations	Review	New	New	New
10	3	Cake Decoration	Review	New	New	New
11	4	Cake Decoration	Review	New	New	New
12	3	Cashiering	Review	New	New	New
13	4	Cashiering	Review	New	New	New
14	3	Commercial Cookery	Review	New	New	New
15	4	Commercial Cookery	Review	New	New	New
16	3	Company Administration	Review	New	New	New
17	3	Construction Site Supervision	Review	New	New	New
18	4	Construction Site Supervision	Review	New	New	New
19	3	Electrical Installation	Review	New	New	New
20	4	Electrical Installation	Review	New	New	New
21	3	Event Management	Review	New	New	New
22	4	Event Management	Review	New	New	New
23	3	Fashion Design and Tailoring	Review	New	New	New
24	4	Fashion Design and Tailoring	Review	New	New	New
25	3	Fiberglass Boat Building	Review	New	New	New

26	3	Fish Processing and Quality Control	Review	New	New	New
27	3	Food and Beverage Services	Review	New	New	New
28	4	Food and Beverage Services	Review	New	New	New
29	3	Front Office Services	Review	New	New	New
30	4	Front Office Services	Review	New	New	New
31	3	Furniture Carpentry	Review	New	New	New
32	4	Gardening	Review	New	New	New
33	3	Gardening	Review	New	New	New
34	3	Guesthouse Operations	Review	New	New	New
35	3	Health and Safety in Construction	Review	New	New	New
36	4	Health and Safety in Construction	Review	New	New	New
37	3	Heavy Vehicle Operator	Review	New	New	New
38	3	Housekeeping	Review	New	New	New
39	4	Housekeeping	Review	New	New	New
40	3	Inventory Management	Review	New	New	New
41	4	Inventory Management	Review	New	New	New
42	3	Jewellery Design and Manufacturing	Review	New	New	New
43	3	Laundry Services	Review	New	New	New
44	3	Lifeguarding	Review	New	New	New
45	4	Lifeguarding	Review	New	New	New
46	3	Makeup and Beauty Care	Review	New	New	New
47	4	Makeup and Beauty Care	Review	New	New	New
48	3	Marine Mechanic	Review	New	New	New
49	4	Marine Mechanic	Review	New	New	New
50	3	Masonry Works	Review	New	New	New
51	3	Media and Sound Production	Review	New	New	New
52	3	Pastry and Bakery	Review	New	New	New
53	3	Pastry and Bakery	Review	New	New	New
54	4	Photography	Review	New	New	New
55	3	Plumbing	Review	New	New	New
56	4	Plumbing	Review	New	New	New
57	3	Programming	Review	New	New	New
58	3	Retail Services	Review	New	New	New
59	4	School Health Officer	Review	New	New	New
60	4	Sewerage System Operation and Maintenance	Review	New	New	New
61	3	Shuttering Carpentry	Review	New	New	New
62	3	Sportfishing Guiding	Review	New	New	New
63	3	Sports Coaching	Review	New	New	New
64	3	Surf Guiding	Review	New	New	New
65	4	Ticketing and Reservation	Review	New	New	New
66	4	Tour Guiding	Review	New	New	New
67	3	Water Sports Operations	Review	New	New	New

68	3	Water Supply System Operation and Maintenance	Review	New	New	New
69	4	Water Supply System Operation and Maintenance	Review	New	New	New
70	3	Welding Techniques	Review	New	New	New

6. Project Deliverables and Remuneration:

- **Deliverable 1** – Upon submission and acceptance of Inception Report (Within 20 days of contract signing) – 10%
- **Deliverable 2** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the first 40 (in an order to be agreed with MNSDA) completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks as per MNSDA’s instructions – 35%.
- **Deliverable 3** – Upon approval of the first 40 Curricula from the MQA and endorsement by MNSDA – 5%.
- **Deliverable 4** – Upon approval from ESCs and submission (MS Word and PDF files) and acceptance of the remaining 30 (in an order to be agreed with MNSDA) completed NCSs, Curricula, Learning Materials, Assessment Resource Books and Logbooks per MNSDA’s instructions – 35%.
- **Deliverable 5** – Upon approval of the remaining 30 Curricula from the MQA and endorsement by MNSDA – 5%.
- **Deliverable 6** – Upon solving any remaining issue identified in any submitted document – 10%

7. Selection Criteria:

Selection will be made based on Consultants Quality and Cost Based Selection (QCBS) method set out in the World Bank Procurement Regulations for IPF Borrowers’ Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017 and August 2018.

The Consulting Firm or Institute:

- Must be a registered and operating Educational/Skills Training Consultancy firm or an Institute providing similar services in Maldives (Please provide Valid Firm/Institute Registration Certificate).
- Must be registered with the Maldives Inland Revenue Authority (Please submit Tax Clearance Report dated no later than 30 days from EoI submission).
- Must have minimum 2 years of experience in curricula or standards development.

All interested parties must submit validated documentary evidence to support the above criteria. Based on the above criteria, only the shortlisted firms or institutes will be invited to submit the Technical and Financial Proposal (whereby more information will be requested).

Key Staff:

In order to successfully carry out the consultancy services listed above, the Consulting Firm or the Institute must dedicate the following staff or associate throughout the term of the consultancy with the following qualifications and experience.

<u>#</u>	<u>Key Staff Title</u>	<u>Number Required</u>	<u>Academic Qualification</u>	<u>Experience</u>
1	Team Leader	1	Master's Degree in Business Administration (specialized in either Human Resource Management or International Management) or a related area.	2 years' experience in related field.
2	Associate	1	Master's degree in Construction Management or related area.	2 years' experience in related field.
3	Associate	1	Master's degree in Maritime Operations or Transport Engineering or Transport Management or a related area.	2 years' experience in related field.
4	Associate	1	Master's degree in Information & Communication Technology (ICT) Management or ICT Project Management or a related area.	2 years' experience in related field.
5	Associate	1	Master's degree in Hospitality Management or Tourism or a related area.	2 years' experience in related field.
6	Administrative Coordinator	1	Bachelor's degree in Administration / Management or a related field.	2 years' experience in related field.
7	Administrative Support Staff	4	Bachelor's degree in administration or a related field.	-

Other Key Staff Competencies:

- All personnel employed for this project must be fluent in spoken and written English.
- The Consulting Firm or Institute may submit an Organogram with details of assignment for each staff or associate.
- Only the key staff stated in the above table will be evaluated. However, the Firm is open to bringing in additional experts outside of the above stated in the table, depending on the need of the specific task or trade.

8. Duration of services

The Consulting Firm or Institute must complete the assigned work within **1 Year** of contract signing.

9. Institutional Arrangements:

Consulting Firm or Institute will carry out all works at their own workplace. However, the representatives from the Consulting Firm or Institute must attend (physically whenever possible) all the relevant meetings arranged by the MNSDA. The Consulting Firm or Institute's Administrative Coordinator and the administrative staff should coordinate and arrange all administrative work including but not limited to writing all minutes of meetings as per formats provided to be provided by Maldives National Skills Development Authority.

10. Confidentiality, Ethics and Conflict of Interest

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the PMU.