



C. SCOPE OF WORKS

The curriculum design specialist will review the existing course document and design the subject so that the participants gain sufficient knowledge, understanding, and skills required for sustainable operation, maintenance, and management of integrated water resource management systems established in the Maldives.

Administrative Tasks:

- Prepare a work plan for the completion of this consultancy and submit to MEE for approval. Should be submitted with the bid proposal.
- Read background documents provided in Annex A.
- Prepare and submit the draft subject outline and training materials following the outline provided in Annex B.
- Prepare and share with MEE the minutes of meetings with stakeholders, with date, names, designation, discussions, agreements and action items.

Technical Tasks:

- Carry out consultations with MEE, EPA and utilities to identify major components and requirements for the subject according to their needs.
 - Training may include a combination of classroom instructions, practical training, or self-study, incorporating methods of instruction appropriate to the material developed for the course and may incorporate a range of electronic media for instruction.
 - The subject must meet the requisites for Level III as per the regulations by the Maldives Qualifications Authority.
 - The subject details should include description of subject, teaching methodology or pedagogy, key content/topics including teaching and learning activities, course policies, assignment and grading, reading/ reference materials, equipment resources in accordance with the requirements of MNU attached in Annex A.
 - Design and produce comprehensive assessments and tests including practical assessments with sample assessment tools, papers etc. in accordance with MNU guidelines (see Annex A).
 - Develop an indicative list of books, resources, materials for the subject
 - Finalize the course document with input from all the key stakeholders.
- All documents under this consultancy will be developed in English.

D. QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in a discipline that includes or is related to water systems design, operations and/or management;
- Excellent knowledge of English, including the ability to set out a coherent argument in presentations;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, beneficiaries);



- Computer skills: Full command of Microsoft applications (word, excel, power point and MS Project) and common internet applications will be required;
- A minimum of 2 years of relevant successful experience in development or/ delivery of water operator training courses or related will be an added advantage.
- Previous experience in the development of subjects or modules is an asset.
- Hands on experience of working with local utility operations and management will be an added advantage;

E. DELIVERABLES

| # | Deliverable |
|---|---|
| 1 | Consultancy work plan including subject outline and training materials, development |
| 2 | Subject document draft - comprehensive and detailed subject descriptions |
| 3 | Training material in soft copy. Coordination and discussion with MNU required. |
| 4 | Completion of training material and tests/assessments |

F. SELECTION CRITERIA

The Consultant / team will be selected based on the following criteria.

| RATING CRITERIA | RATE |
|---|-----------|
| Work plan | 30 points |
| Qualification of Consultant | 20 points |
| Experience in similar work such as module development | 20 points |
| Experience in the sector | 10 points |
| Financial Proposal | 20 points |



G. PAYMENT SCHEDULE

The payment will be released as follows

- a) 20% upon submission of the inception report.
- b) 35% upon submission of draft plan.
- c) 45% upon submission of acceptance of final plan.

H. REPORTING OBLIGATIONS

- The Consultant will work under direct supervision of the Project Manager (GEF Project), Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.
- The Consultant is not required to be stationed at Ministry of Environment and Energy
- The Consultant shall ensure that all the required reports for the assignment are prepared on time in accordance with the requirements of Ministry of Environment and Energy.

I. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **3 weeks** from the commencement of the works.