



Information to Bidders

Section-1: Bid Data Sheet (BDS)

Subject: Consultancy to Develop Module Outlines for the Bachelor of Social Work course

Bid reference number: (IUL)129/153/2025/3

Date: 20th May 2025

Project completion duration: Refer to TOR

Bid awarding: Refer to TOR

Eligible parties to submit bid:

- ☐ Both local and international parties / individuals
- ☒ Only local business entities/individuals
- ☐ Only local MSMEs

Pre-bid/site visit meeting:

Date: -
Time: -
Venue: -

Clarification deadline:

Date: **before 26th May 2025**
Time: **14:00hrs**

Bid submission and bids opening:

Date: **27th May 2025**
Time: **13:00 (Maldivian Time)**
Venue: **Faculty of Health Sciences**
Handuvaree Hingun , Male' , Maldives

Bid security amount: -

Performance guarantee amount: -

Clarification contacts regarding Administration and Technical specifications:

Faculty of Health Sciences
The Maldives National University
Handuvaree Hingun, Male' , Maldives
Phone: +960 3346500 ,3346507 ,3346504
Email: fhs@mnu.edu.mv

Section-2: Technical requirements with evaluation criteria

TERMS OF REFERENCE

Consultancy to Develop Module Outlines for the Bachelor of Social Work course at Faculty of Health Sciences, The Maldives National University

This TOR is in reference to announcement number: (IUL)129/153/2025/3

A. Background

The Faculty of Health Sciences at the Maldives National University (MNU) is undertaking the review and development of module outlines for the Bachelor of Social Work program. This initiative is part of MNU's commitment to offering high-quality education in line with current international best practices and the specific social service needs in Maldives. To ensure the success of this project, MNU seeks to engage qualified consultants with substantial expertise in social work/social services, relevant subject content and curriculum development.

B. Scope of Work

Under the guidance of MNU, the consultant will be responsible for developing the modules of the specified subjects (in attached list) for the Bachelor of Social Work program. The scope of work includes, but is not limited to, the following tasks:

1. **Module Component Identification:** Identify the major component requirements for each subject to be developed, ensuring alignment with current global standards, best practices, and relevance to the Maldivian context.
2. **Development of Subject Outlines:**
 - Create detailed subject outlines, including a synopsis, aims, intended learning outcomes, content, methods of delivery, and assessment procedures.
 - Ensure that the outlines are developed following MNU's guidelines.
 - Participate in accreditation and validation meetings organized by the relevant Faculty Curriculum Committee and the MNU Committee on Courses. Address recommendations and make necessary revisions to the module documents as required.
3. **Resource Identification:** Develop an indicative list of books, resources, materials, and equipment necessary for the core subject areas, including teaching materials and other educational resources.
4. **Capacity Assessment:** Assess the capacity of subject experts/professionals involved in the development of the subject outlines.

C. Expected Outputs and Deliverables

The consultant shall be responsible for the following deliverables, ensuring that all documents are submitted first as drafts for review and revision, and later as final documents upon approval by MNU:

DELIVERABLE	DESCRIPTION
1. Draft Subject Outlines	Draft versions of the subject outlines, including all components listed in the scope of work.
2. Final Subject Outlines	Finalized versions of the subject outlines, incorporating all revisions following the validation meeting and feedback from MNU committees.

E. Price and Duration

- The price of this work is MVR7500.00 (Seven thousand five hundred Rufiyaa) **per subject outline**.
- When submitting a proposal / bid for this work, the duration to be considered is 120 days. Individuals / parties submitting shorter duration will be awarded marks on a pro-rata basis.
- **Everyone is allowed to submit a bid for up to three subject outlines.**

F. Qualifications of the Successful Consultant

The consultant should meet the following qualifications and experience criteria:

- Qualification specified for each subject mentioned in the document ‘Information for Bidders’.
- At least 2 years of experience in social services field or higher education
- Previous experience as a lecturer or professor is highly desirable.
- Experience in the region or similar contexts is an added advantage.

G. Recommended Documents for Submission

Interested candidates should submit the following documents:

- A cover letter outlining the candidate's suitability for the assignment.
- A detailed CV.
- Certificates with Transcripts
- A Quotation.

I. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Marks allocated	
Experience of the consultant/s <i>(An Average of the team experience will be taken to the aggregate point)</i>	50	
Qualifications and educational competence of the consultant/s <i>(An Average of the team qualification will be taken to the aggregate point).</i> <i>* Please note that the qualification should be in a relevant field)</i>	30	PhD – 20 Master's degree – 10
Duration	20	

List of Subjects for Module Outline Development - Bachelor of Social Work Program

1. Working with families
2. Working with children and abuse
3. Social work and mental health practices
4. Social work practice in addiction
5. Crime, violence and justice