



# **LOCAL CONSULTANT TO CONCEPTUALIZE THE ESTABLISHMENT OF WELL-BEING UNITS**

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(IUL)22-PU/22/2026/112

31<sup>st</sup> May 2026

## 1. INTRODUCTION

The Ministry of Education, Higher Education and Skills Development is seeking a national consultant to conceptualize the establishment of school well-being units in 20 schools.

## 2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	<b>31<sup>st</sup> May 2026</b>
Clarification deadline:	<b>07<sup>th</sup> June 2026, 2359 hrs. Local Time</b>
Proposal submission deadline:	<b>10<sup>th</sup> June 2026, 1300 hrs. Local Time</b>

## 3. CLARIFICATION

Interested parties may obtain further information on request by writing to the address below.

### Procurement Section,

Ministry of Education, Higher Education and Skills Development

9th Floor, H.Velaanaage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

Mob: :+( 960) 304 1242 / 304 1249

Email: [procurement@moe.gov.mv](mailto:procurement@moe.gov.mv)

CC Email: [ali.naajih@moe.gov.mv](mailto:ali.naajih@moe.gov.mv)

## 4. SUBMISSION REQUIREMENTS

Proposal should contain the following documents and Standard forms in ANNEX A

- Document Checklist (Form 1)
- Technical Proposal Submission Form (Form 2)
- Tenderer Information Sheet (Form 3)
- Description of approach, methodology and work plan for performing the assignment (Form 4)
- Copy of National ID Card
- Curriculum Vitae (CV) (Form 5)
- Educational Certificates
- Specific experience of contracts of similar nature (Form 6)
- Demonstrations of required experiences listed in this TOR
- Financial Proposal (Form 7)

## 5. PROPOSAL SUBMISSION

Submission Instruction	Proposal need to be submitted along with required documents mentioned in the request for proposal to: Ministry of Education, Higher Education and Skills Development Ameer Ahmed Magu, Male', 20079 Republic of Maldives Tel: +( 960) 304 1242 <b>Apply via: <a href="https://bit.ly/4ftFkO7">https://bit.ly/4ftFkO7</a></b>
Submission Deadline	The deadline for the submission of Proposal is: Date: <b>10<sup>th</sup> June 2026</b> Time: <b>13:00 hrs. (Local Time)</b> <b>Late submission will not be accepted.</b>

## **Terms of Reference for National Consultant to conceptualize the establishment of well-being units**

### **1. Background:**

Health and Well-being of both Students and teachers are of paramount importance for every child to thrive and be a productive person. Given the increasing recognition of mental health and well-being challenges within school communities, there is a need for urgent action to strengthen coping mechanisms and equip both students and teachers with the knowledge and skills needed to maintain good mental health through positive lifestyle changes.

Schools are strategically placed to skill children in positive coping skills as well as teach them positive healthy life styles. Further, as mental health issues still carry stigma, the implementation needs to be carried out both sensitively and strategically.

Under the System Transformation Grant that is implemented by the Ministry of Education, one key output area is establishment of a mechanism to work specifically on the management of upskilling children on positive coping skills, provide m

ental health support when and if students need it and establish a positive school environment with dedicated spaces to practice mindfulness as well as in-school referral mechanism to attend and support student and teachers at varying degrees of distress.

The rollout and ongoing support for the programme will be facilitated through Centers for Educational Excellence established in each atoll. A Well-being Support Unit will be established within each centre and staffed with a qualified mental health professional to provide guidance, mentorship, and technical support to school-based Well-being Units, thereby strengthening system capacity and ensuring sustainable implementation.

Ministry of Education is looking for a consultant who can scope and conceptualize School Well-being Units, so that establishment and roll-out becomes easy and consistent.

The consultant will scope the following;

1. A 'Wellbeing Team' within the management of the school;
2. A 'Well-being Club' as a school-based club activity
3. A 'Mindfulness Spaces' designated physical spaces within the school environment.

### **2. Objectives:**

1. To scope and conceptualize each component.
2. Assess the capacity needs of the staff responsible for the effective rollout of each component

and develop a plan to address skill gaps.

3. Develop a costed rollout plan with clear timelines of implementation.

### 3. Scope of Work:

1. Establish the situation of student and teacher wellbeing in schools.
  - Analyze data available at the Ministry of Education on incidents in schools related to well-being of students and teachers and identify emerging issues and trends.
  - Conduct key informant interviews to obtain in-depth information on strengths in the existing provision and gaps and bottlenecks, including students and teachers. This includes site visits to at least 5 schools in the Greater Male' Area and 5 schools in the Atolls selected by the Ministry of Education.
  - Assess capacity needs in the schools for effective implementation of a well-being unit.
  - Identify at least 4 models from around the world that can be adapted to the Maldivian Schools.
  - Validate the findings with the Ministry of Education and stakeholders.
  - Disseminate the findings.
2. Develop a concept paper on the 3 components of the well-being units in consultation with the Ministry of Education.
  - Facilitate co-creation workshops for each component and obtain content.
  - Draft the concept note based on discussions.
  - Pretest the concept and components in 1 school.
  - Validate the concepts with stakeholders.
  - Produce the penultimate draft of the concept paper.
3. Develop a cost training plan to address the capacity gaps identified in the capacity needs assessment.
  - Develop an activity plan for one year with a timeline for the rollout of the wellbeing unit.

### 4. Deliverables:

All concepts should be validated with stakeholder representatives before submitting the final deliverables

Deliverable: (part one)	Due by
<b>Establish the situation of student and teacher wellbeing in schools.</b>	
1. Inception report (plan and timeline for the deliverables)	To be completed within 7 days from the signing of the contract
2. Draft report on the situation analysis (investigation into the current situation, by conducting key informant interviews, data collection on existing cases to student and teacher well-being, documenting and mapping existing 'wellness/mindfulness corners in schools – their uses and costs)	To be completed within 45 days from acceptance of Deliverable 1
3. Facilitate the validation workshop and submit the updated report on the situation analysis.	To be completed within 7 days from acceptance of Deliverable 2
<b>Deliverable: (part two)</b>	

<b>Conceptualizing the establishment of School Wellbeing Units within schools</b>	
4. Hold 1 co-creation session each with a) teachers b) students and c) policy makers to conceptualize the 3 components of the wellbeing unit. The consultant will be required to select a sample of schools with different characteristics and study them for the viability of such a unit.	To be completed within 14 days from acceptance of Deliverable 3
5. Submit a draft concept note of the school wellbeing unit based on the discussions. The paper should include a prototype for wellbeing clubs, structure of the wellbeing team (including roles and responsibilities), and 3 possible prototypes for how a mindfulness space should look like.	To be completed within 14 days from acceptance of Deliverable 4
6. Pre-test the concept and components in 1 school over a period of 1 month and submit a report based on observations.	To be completed within 30 days from acceptance of Deliverable 5
7. Facilitate a stakeholder validation workshop and submit report on the outcome of the workshop on the concept of the wellbeing unit. <b>Final concept</b> based on the feedback received from the validation workshop.	To be completed within 7 days from acceptance of Deliverable 6
<b>Deliverable: (part three) Develop rollout plan for the different components of the wellbeing unit</b>	
8. Identify the support/capacities and skills required by the Wellbeing Team and develop a training plan, including costs	To be completed within 7 days from acceptance of Deliverable 7
9. Develop and propose strategies to sustain the wellbeing unit financially as well as develop a schedule of possible activities for one year.	To be completed within 7 days from acceptance of Deliverable 8
<b>5. Estimated duration:</b> 06 months	
<b>6. Travel:</b> Travel is expected for data collection and conduction of key informant interviews.	
<b>7. Quality Assurance</b>  A technical review committee will be established to oversee quality assurance and sign off the deliverables.	
<b>8. Qualifications or specialized knowledge and/or experience required of the consultant.</b>  <b>Academic qualifications:</b> Mental health professional with MSc, MSW, RN, Ph.D., MD, MS. Ed or equivalent degree (e.g. background psychiatry, psychology)  <b>Knowledge, skills, and experience:</b> At least 3 years' experience of which experience in the education sector will be considered as an advantage. Additionally, at least 2 years of experience doing research will be preferred. Experience in leading child and adolescent or family focused MHPSS service delivery and response through health, child protection, or education programs and systems.  <b>Competencies:</b> <ul style="list-style-type: none"> <li>● Strong people and communication skills</li> </ul>	

- Good team player who can work as part of a multi-cultural and multi-disciplinary team.
- Capacity and willingness to be flexible and accommodating
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Commitment to and understanding of child rights, the aims and principles of UNICEF and the Ministry of Education.
- A high level of written and spoken English.

## 9. Evaluation criteria

Evaluation criteria for assessing the qualifications and performance of the consultant.

S. No.	Criteria	Points
<b>1</b>	<p><b>Proposal</b></p> <p>Description of the methodologies for how the consultant will achieve the terms of reference of the assignment</p>	25
<b>2</b>	<p><b>Client References</b></p> <p>Minimum 3 references should be provided with similar scope and size of contract. Details of similar assignments undertaken in last three years including the following information:</p> <ul style="list-style-type: none"> <li>● Title of Project</li> <li>● Year and duration of project</li> <li>● Scope of Project</li> <li>● Outcome of Project</li> <li>● Reference / Contact persons</li> </ul> <p>✓ <i>A minimum of 3 relevant references will be awarded 5 points.</i>                      ✓ <i>Additional points will be awarded for each additional reference of relevant assignment, up to a maximum of 10 points.</i></p>	10
<b>3</b>	<p><b>Qualification</b></p> <p>Advanced degree (masters or higher) in Social Work/ Social Sciences/ Child Protection or related field.</p>	20
<b>4</b>	<p><b>Experience</b></p> <p>a) Minimum 3 years of experience working in schools or mental health setting.                      b) Excellent writing and presentation skills.                      c) Excellent communication and interpersonal skills.                      d) Must be able to manage diverse viewpoints and work in demanding situations.</p>	15
	<b>TOTAL</b>	<b>70</b>

To pass the technical evaluation, a minimum score of 50 is required. Only candidates who successfully pass the technical evaluation will proceed to the financial evaluation. The maximum score of 30 points will be assigned to the financial proposal that provides the lowest overall cost.

## ANNEX A - FORMS

### FORM 1 – Document Checklist

#	BID DOCUMENTS	
1	Technical Proposal Submission Form (Form 2)	
2	Tenderer Information Sheet (Form 3)	
3	Description of approach, methodology and work plan for performing the assignment (Form 4)	
4	Copy of National ID Card	
6	Curriculum Vitae (CV) (Form5)	
7	Educational Certificates	
8	Specific experience of contracts of similar nature (Form 6)	
9	Demonstrations of required experiences listed in this TOR	
10	Financial Proposal (Form 7)	

### FORM 2 – TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the ‘**Local Consultant to conceptualize the establishment of school well-being units in 20 schools**’ in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

We 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, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

**FORM 3 – TENDERER INFORMATION SHEET**

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Announcement No:

1. Name	
2. Registration number or ID Card Number	
3. Address	{insert Tenderer's legal address in country of registration}
4. Tenderer's Authorized Representative Information	
Name:	
Address:	
Telephone/Fax numbers:	
Email Address:	

**FORM 4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

[*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (5-10 pages, inclusive of charts and diagrams) divided into the following two chapters:*

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*

a) *Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) *Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*

**FORM 5 – CURRICULUM VITAE**

- 1. Name:**
- 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 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 assignment:

**FORM 6- SPECIFIC EXPERIENCE OF CONTRACTS OF SIMILAR NATURE**

List all contracts performed in the last **36** Months

**(Reference letters of the completed Projects shall be submitted along with the proposal and this form should be signed and stamped by Tenderer).**

<b>Name of Client</b>	<b>Name of the work</b>	<b>Contract Duration</b>	<b>Contract Signed Date</b>	<b>Contract Completed Date</b>	<b>Contract Value (MVR)</b>

**FORM 7 – FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide **Local Consultant to conceptualize the establishment of school well-being units in 20 schools** in accordance with your Request for Proposal dated [.....] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

**FINANCIAL PROPOSAL**

<b>SUMMARY OF COSTS</b>		
<b>#</b>	<b>Description</b>	<b>Amount (in MVR)</b>
1		
2		
3		
4		
	<b>Subtotal :</b>	
	<b>All applicable taxes :</b>	
	<b>Total Amount of Financial Proposal:</b>	

**Note:**

- Bidder is liable to clarify and include all relevant tax for the assignment.
- The cost should be inclusive of all technical fees, fees for management staff, travel, food, accommodation, and all administrative and logistical costs related to the above assignment.