



LOCAL CONSULTANT TO INSTITUTIONALIZE RISK ASSESSMENTS IN SCHOOLS

(IUL)22-PU/22/2026/50

5th March 2026

1. INTRODUCTION

The ministry of education is seeking consultancy service to support the institutionalization of risk assessments in all schools (with Grade 2-12) in the Maldives, by developing online training resources and building school-level capacity.

2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	5th March 2026
Information session date:	30th March 2026, 1100 hrs. Local Time
Clarification deadline:	30st March 2026, 2359 hrs. Local Time
Proposal submission deadline:	2nd April 2026, 1300 hrs. Local Time

3. CLARIFICATION

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

Procurement Section,

Ministry of Education,

9th Floor, H.Velaanage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

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

Email: procurement@moe.gov.mv

CC Email: 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 Ameer Ahmed Magu, Male', 20079 Republic of Maldives Tel: +(960) 304 1242 Apply via: https://bit.ly/47npVKr
Submission Deadline	The deadline for the submission of Proposal is: Date: 2nd April 2026 Time: 13:00 hrs. (Local Time) Late submission will not be accepted.

Terms of Reference for Local Consultant to Institutionalize Risk Assessments In Schools

1. Background:

The Ministry of Education (MoE) is committed to fostering safe, inclusive, and supportive learning environments across all schools in the Maldives. Recognizing the diverse risks students face ranging from academic, social, emotional, and environmental factors there is a growing need to embed structured risk assessment practices within the school system.

While vulnerability assessment tools and manuals exist, implementing school-wide vulnerability assessments at all the levels will allow teachers to proactively identify students at risk and implement timely and targeted interventions.

To operationalize this, MoE is seeking a local consultant to develop a comprehensive training video package to train teachers and heads of schools to be used for all the schools as a guide to conduct vulnerability assessments. The consultant will also need to conduct trainings for teachers and school heads for all the selected 20 schools of Greater Male' area ensuring the training content is practical, contextually relevant, and aligned with national safety standards and international best practices.

2. Objectives:

The overall objective of this consultancy is to support the institutionalization of risk assessments in all schools (with Grade 2-12) in the Maldives, by developing online training resources and building school-level capacity.

Specific objectives include:

- To develop a comprehensive training video package that complements existing manuals and tools for conducting school-based vulnerability assessments.
- To train and re-skill all the teachers and principals/school heads from selected schools to institutionalize and conduct vulnerability assessments effectively.

3. Scope of Work:

The consultant will be expected to carry out the following tasks:

3.1 Development of Training Video Packages

- Create engaging and accessible video modules based on existing training manuals and tools.
- Include core concepts, step-by-step guidance, and contextual examples relevant to the Maldivian school setting.

3.2 Conduct Trainings

- Organize and deliver trainings for teachers and school heads for 20 schools covering Greater

Male' area, Male' Atoll and Fuvahmulah.

3.3 Rollout Support and Monitor

- Support the rollout and implementation of toolkit in trained schools.
- Monitor and provide ongoing mentorship and support to trained schools through field visits and follow up engagement

4. Deliverables:

The consultant is expected to deliver the following:

Tasks and Deliverables	Due by
Year 1	
1. Training Video Packages: Development of engaging and accessible video modules based on existing manuals and tools, including core concepts, step-by-step instructions, and contextually relevant examples for Maldivian schools.	To be completed and submitted within 60 days from the signing of the contract
2. Conduct Training for 3 Schools in the Greater Malé Area Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school Engage with the school to monitor the implementation and provide on-going support to the schools	To be completed within 60 days from acceptance of Deliverable
3. Conduct Training for 2 Schools in the Greater Malé Area and 1 school from Male' Atoll Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school Engage with the school to monitor the implementation and provide on-going support to the schools	To be completed within 90 days from completion of Deliverable
4. Conduct Training for 4 Schools in Fuvahmulah Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school Engage with the school to monitor the implementation and provide on-going support to the schools	To be completed within 60 days from completion of Deliverable
5. Based on the engagement and monitoring submit field visit report	To be completed within 30 days from completion of Deliverable
Year 2	

<p>6. Conduct Training for 3 Schools in the Greater Malé Area</p> <p>Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school</p> <p>Engage with the school to monitor the implementation and provide on-going support to the schools</p>	<p>To be completed within 90 days from completion of Deliverable</p>
<p>7. Conduct Training for 1 Schools in the Greater Malé Area and 2 in Male' Atoll</p> <p>Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school</p> <p>Engage with the school to monitor the implementation and provide on-going support to the schools</p>	<p>To be completed within 60 days from completion of Deliverable</p>
<p>8. Conduct Training for 4 Schools in the Greater Malé Area</p> <p>Roll-out and conduct vulnerability assessments of grades 4, 7 and 9 in the trained school</p> <p>Engage with the school to monitor the implementation and provide on-going support to the schools</p>	<p>To be completed within 60 days from completion of Deliverable</p>
<p>9. Based on the engagement and monitoring submit field visit report</p>	<p>To be completed within 30 days from completion of Deliverable</p>
<p>10. In consultation with the teachers, school heads and MoE develop a Scale-up strategy and action plan.</p>	<p>To be completed within 60 days from acceptance of Deliverable</p>
<p>5. Estimated duration:</p> <p>20 Months</p>	
<p>6. Travel (Not required.)</p>	
<p>7. Quality Assurance</p> <p>A reference group consisting of representatives from the Ministry of Education (MoE) and UNICEF will be established to provide quality assurance, feedback, and sign-off for the deliverables. This team will be constituted as follows:</p> <p>2 members from Ministry of Education (MoE)</p> <p>2 members from UNICEF Maldives.</p>	
<p>8. Qualifications or specialized knowledge and/or experience required of the consultant.</p> <p>The consultant should meet the following criteria:</p> <p>Education</p> <ul style="list-style-type: none"> • Master's degree in Education/ Social Work/ Social Sciences/ Child Protection or a related field. 	

- Additional certification or training in risk assessment, vulnerability analysis will be an advantage.

Experience and Expertise

- Minimum of 5 years of relevant professional experience in education, child protection, or school-based risk assessment.
- Demonstrated experience in developing training materials, multimedia resources, or toolkits for schools or other child protection stakeholders.
- Demonstrated experience in conducting leadership training or capacity-building programs.
- Familiarity with the Maldivian education system and school-level operational structures is highly desirable.

Technical skills

- Development of training materials and multimedia resources, including video modules, manuals, and toolkits.
- Facilitation of workshops, trainings, and participatory sessions with diverse stakeholders.
- Digital literacy and proficiency in relevant software tools for content creation, virtual training, and reporting.

Project Management

- Strong project management skills, including the ability to plan, execute, and monitor projects effectively.
- A track record of delivering projects on time and within budget.

Communication and Collaboration

- Excellent written and verbal communication skills in English and Dhivehi.
- Ability to work collaboratively with multi-sectoral stakeholders
- Strong problem-solving skills and adaptability to changing project requirements.

9. Evaluation criteria

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

S. No.	Criteria	Points
1	Proposal Description of the methodologies for how the consultant will achieve the terms of reference of the assignment	20
2	Client References Minimum 3 references should be provided with similar scope and size of contract	10
3	Qualification Master's degree in Education/ Social Work/ Social Sciences/ Child Protection or a related field.	20

<p>4</p>	<p>Experience</p> <ul style="list-style-type: none"> a. Minimum 5 years of practical experience working with children. 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>20</p>
<p></p>	<p>TOTAL</p>	<p>70</p>
<p>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.</p>		

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 Institutionalize Risk Assessments in 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).

Name of Client	Name of the work	Contract Duration	Contract Signed Date	Contract Completed Date	Contract Value (MVR)

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 Institutionalize Risk Assessments in 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 figures¹]. 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

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

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.