



MINISTRY OF HOUSING AND INFRASTRUCTURE

Male', Republic of Maldives

Terms of Reference

for

Development of Course Modules for Training of Building Inspectors

Ministry of Housing and Infrastructure

Republic of Maldives

July 2017

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Terms of Reference for Development of Course Modules for Training of Building Inspectors

1. Introduction & Background

The Government of the Republic of Maldives has strongly identified their need for properly regulating the Construction Industry, to ensure the health and well-being of the people as well as to increase the standard of the construction industry. As a result, the Government proposed a Bill to the parliament. The Bill has now been published on the Gazette on 23rd April 2017 and will be enforcing from 23rd October 2017 onwards throughout the country.

The building sector of Maldives faces challenges of lack of technical and professional persons to work in different layers of industry. To overcome this deficiency, and as part of implementing the Building Act, Ministry of Housing and Infrastructure intends to develop course contents for training of Building Inspectors through state educational institutional to strengthen the capacity of the construction industry in the Maldives.

2. Objectives of the Assignment

The objective of this assignment is to develop course outlines and writing full course module contents for training of Building Inspectors in Maldives.

3. Main Outputs

1. Carryout a stakeholder analysis to identify the important areas to be covered in the course modules.
2. Produce well-written and comprehensive training modules for the areas identified based on the stakeholder analysis.
3. Conducting a stakeholder meeting to finalize the written modules for the course.
4. Incorporating the contents and amendments proposed by the client or stakeholders.

4. Scope of Works

The scope of works for the assignment will include situation analysis of the construction industry, analysis of training needs and development of course modules for 3 different categories of professionals in the industry. The three categories are a) fresh applicants who wish to become building inspectors, b) applicants who already possess certificate and diplomas in relevant disciplines and c) applicants who possess degree and above qualifications in relevant disciplines. The following are indication tasks to achieve the above objectives, but are not limited to the following activities.

1. Review of existing regulatory instruments related to building design and construction such as Building Acts, Codes, Standards, Regulations, Guidelines, etc.
2. Identifying important areas to be touched during the development of training modules for the course.
3. Assessment of existing procedures involved in construction projects from its start to end-user.
4. Compilation of key findings based on review of existing regulatory instruments, key areas of training needs and existing procedures involved in construction projects.

5. Deliverables

Deliverable	Delivery Date
1. Detailed work plan for the assignment.	1 week
2. Findings based on stakeholder meetings, review of existing regulatory instruments, existing procedures involved in construction projects.	2 weeks
3. Draft module outlines for the intended course.	6 weeks
4. Stakeholder engagement and collection of feedbacks.	2 week
5. Submission of final and well-written module outlines based on the stakeholder feedbacks.	3 week

6. Duration of the Assignment and Duty Station

The duration of this assignment is 14 weeks upon signing the contract.

The selected consultant will have to work at the Maldives Polytechnic and will be provided with work desk, internet, etc.

7. Reporting Requirements

Consultants are expected to work closely with the Ministry of Housing and Infrastructure and Maldives Polytechnic. The consultants will report directly to Maldives Polytechnic (MP).

For meetings held under this assignment, the minutes of meeting must be provided to both Ministry of Housing and Infrastructure and Maldives Polytechnic.

8. Requirements for Experience and Qualification

The consultants interested in this assignment shall meet the following requirements:

- Must have Postgraduate qualification in a relevant field (eg: Architecture, Building Design, Civil Engineering, etc) with minimum 3 years of post-qualification experience; OR
- Must have Undergraduate degree in a relevant field (eg: Architecture, Building Design, Civil Engineering, etc) with minimum 5 years of post-qualification experience.

9. Selection Criteria

- Experience and qualification (50%) – how the marks are allocated are indicated in the table below

#	No. of similar projects	Marks allocated
1.Experience in preparing similar course outlines		
1.1	5 similar course contents prepared	30
1.2	3 similar course contents prepared	20
1.3	2 similar course contents prepared	10
2. Experience preparing course outlines		
2.1	5 course contents prepared	10
2.2	3 course contents prepared	8
2.3	2 course contents prepared	5
3. On site experience		
3.1	10 projects	10
3.2	6 projects	8
3.3	3 projects	5

- Work plan of the assignment (10%)
- Price proposal (40%)

The formula for determining the financial scores is as following:

$S_f = 100 * F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

10. Payment

Payments will be in Maldivian Rufiyaa in accordance with the schedule specified below.

#	Requirement	Allocation
1	Submission and acceptance of detailed work plan & methodology for the assignment.	10%
2	Submission of findings based on stakeholder meetings,	15%

	review of existing regulatory instruments, existing procedures involved in construction projects.	
3	Submission of draft module outlines for the intended course.	25%
4	Submission of final and well-written module outlines based on the stakeholder feedbacks.	50%

Logistical and financial arrangements for workshop/stakeholder meetings (venue, catering and invitations) will be supported by the Employer.

11. Application

Consultants should submit their proposals containing the following (Standard forms provided in Annex 1):

- Completed proposal submission form (**FORM-1**)
- Completed financial breakdown form (**FORM-2**)
- Brief description of the firm and an outline of recent similar consultancy services provided along with references.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule (if submitting by a firm). Guidance on the content of this section is provided in **FORM-3**. The list of the proposed professional staff team, the position that would be assigned and their tasks (**FORM-4**).
- The description of the work plan shall be given in **FORM 3**, and summary presented in the format in Work Schedule (**FORM -5**) which will show in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the experts signed by the expert themselves and letter of commitment from each member to undertake the project.
- Copy of Company Registration or ID Card (if individual)
- Copy of GST Registration (where applicable)

12. Submission

Proposals must be delivered in sealed envelopes titled "**Development of Course Modules for Training of Building Inspectors**" to the address below on 10th August 2017 by 1100 hours local time. Electronic bidding is not permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives at the address below on 10th August 2017 at 1100hrs.

Construction Industry Development Department

Ministry of Housing and Infrastructure

MHI Building, Ameenee Magu, Maafannu Male', 20392, Republic of Maldives

construction@housing.gov.mv

13. Additional Information

The Construction Industry Development Department of the Ministry of Housing and Infrastructure has overall responsibility for the management of the contract and contractual reporting obligations. Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to CIDD or to another party as instructed by CIDD at the end of the contract and will become the Ministry of Housing and Infrastructure's sole property.

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: *[Name and address of Client]*

Dear Minister,

We, the undersigned, offer to provide the "**Development of Course Modules for Training of Building Inspectors**" in accordance with your Terms of Reference dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of *[Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)]* which is inclusive of the local taxes.

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 fulfill the requirements of the terms of reference.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: -----

Name and Title of Signatory:

Name of Company: -----

Address:

FORM-2: FINANCIAL BREAKDOWN

	Description	MVR
	Total:	
	GST:	
	Total with GST:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST), where applicable, as per the GST Legislation and Circulars.

***Client will make logistical and financial arrangements for venue and catering for the stakeholder workshops/meetings**

**FORM-3: 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 divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility. (Complete Form 4)

FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

