



LEGAL CONSULTANT TO AMEND EDUCATION ACT 24/2020 AND ALIGN EXISTING POLICIES AND REGULATIONS WITH THE EDUCATION ACT.

REQUEST FOR PROPOSAL

(IUL)22-PU/22/2025/83

28th April 2025

1. INTRODUCTION

The Ministry of Education is planning to amend Education act 24/2020 and align existing policies and regulations with the Education Act.

2. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date:	28 th April 2025
Clarification deadline:	5 th May 2025, 1100 hrs. Local Time
Proposal submission deadline:	7 th May 2025, 1100 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.Velanage, 20096

Ameer Ahmed Magu, Male' City,

Republic of Maldives

Mob: :+(960) 304 1242

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)
- 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)
- Accredited academic certificates
- Letter of Commitment (Form 6)
- Specific experience of contracts of similar nature (Form 7)
- Demonstrations of required experiences listed in this TOR

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 Apply via: https://bit.ly/42X4Swp
Submission Deadline	The deadline for the submission of Proposal is: Date: 7th May 2025, Thursday Time: 11:00 hrs. (Local Time) Late submission will not be accepted.

Terms of Reference for National Consultant - Develop Health Screening Guide

1. Background:

The Ministry of Education is launching a comprehensive initiative to strengthen the legal framework of the education sector in the Maldives. This project focuses on amending the Education Act and aligning existing regulations, policies, and standard operating procedures (SOPs) with the revised Act. To ensure a cohesive and effective educational system, the Ministry requires expert legal assistance to review and update these crucial documents. This process will involve analyzing current regulations, identifying gaps, and improving legal language to reflect the changes in the amended Act. The consultant will work closely with various departments of ministry, engaging in stakeholder consultations and participating in high-level discussions. This collaborative approach aims to produce a set of legally sound, clear, and enforceable documents that support the implementation of the amended Education Act and advance educational quality across the Maldives.

2. Purpose and scope of work:

- Review the proposed amendments to the Education Act 24/2020 and provide legal input to ensure clarity, consistency, and alignment with national educational goals.
- Analyze the existing published regulations.
- Revise and redraft the existing documents to ensure alignment with the amended Act, addressing any inconsistencies or gaps.
- Consult with relevant stakeholders, including the departments that originally drafted the documents, to gather input and ensure comprehensive revisions.
- Improve the legal language of the revised documents to ensure clarity and enforceability.
- Participate in discussions with the Ministry of Education's senior management and other relevant parties to address any emerging legal issues related to the amendment and alignment process.
- Validate the revised drafts with the respective departments and the senior management of the Ministry of Education.
- Incorporate suggestions and feedback from stakeholders into the final drafts.
- Produce the final drafts of all revised documents, ensuring they are fully aligned with the amended Education Act.
- 10. Provide a comprehensive report detailing the changes made to each document and the rationale behind these changes.

3. Major tasks and deliverables:

08 regulations

1. Fashaa thauleemai saanavee thauleem adhi mathee saanavee tahuleemu hiley faorukohdhinumuge qavaaidhu / Bidheysee kudhinah thauleemu foarukohdhinun/ thauleemu dheveyne school eh nei haalathegai ehen rashegai thauleemu hoadhumuge furusath fahi kohdheyne gothuge gavaaidhu.
2. Sarukaaru school thah hingaane gothuge qavaaidhu
3. Amilla school thah/Public Private Partnership Schools/ Community Schools thah registry koh hingumuge qavaaidhu
4. School thah fiyavai kiyavaidhey enoon thanthan registry koh hingumuge qavaaidhu.
5. School thakugai masaikai kuraa muvazafunnaai dharivarugen salaaamathaai rahkaatherikan kashavaru kurumuge qavaaidhu/ qavaaidhugai himenifaivaa kan kan bayaan kuraa usoolu
6. School thakaai thauleemudhey than than hinganee mi qavaaidhuge dhashun hedhifaivaa qavaadhi thakaa usoolu thakaai ehgotha tho balaane ijuraa ay tha himeney qavaaidu
7. Teachers registration board hingumuge qavaaidhu
8. Mudharisun registry kurumai liscence dhinumuge qavaaidhu

27 policies

1. Madrasee manhaj ekulavaalumaai gulhey gavaaidhu/usoolu
2. Kiyevumugai kuhjaa tharahgee vamundhaa minvaru gavaaidhun beleyne usoolu/
3. Assessment policy
4. Attendance Policy
5. Beyru gaumuthakaai, bainalagvaamee jamiyya thakaai gulhigen hingaa school fenvaruge thauleeme programe thah hingaa balahataane gothuge usoolu
6. School thah fiyavaa ehenihen faraiy thakun hingaa ithuru harakaaiy thah hingaane gothuge usoolu (Kiyavaidhinumugai baiverivaan edhey amilla faraiythakun hingaa programme thah hingaane gothuge usoolu.
7. Thauleemu dhey thanthanuge fenvaru kashavaru kurumashaai, efaadha thanthanuge muvazafunnai, kiyavaakudhinge rahkaatherikamah ekulavaalan jehey usoolu thakaai mingandhu tha furihama vefaivaakan kashavaru kurumaai, amalu kurevemundhaa mingandu thakaai usoolu tha muraaja aa koh islaahu kuran engumugai amalu kuraane gothuge usoolu.
8. Dhiraasee aharuge thauleemee calendar ekulavaalaane gothuge usoolu

<p>9. Research policy</p> <p>10. Beleneiveringe alhaalumaai eheetherikan nulibey dharivarunah ehee foaru kohdhinumuge usoolu.</p> <p>11. Thauleemee nizaam ge fenvaru hifehetumugu nizaam (SIQAF)</p> <p>12. Extra-curricular and co-curricular usoolu</p> <p>13. School enrolment and school admission policy</p> <p>14. Voucher SOP</p> <p>15. Child Protection Policy</p> <p>16. Anti-bullying policy</p> <p>17. Health Promoting Schools policy</p> <p>18. School Health Policy</p> <p>19. WASH Policy</p> <p>20. School Kudhin vazeefa Adhaa kurumugai amalu kuraane gothuge usoolu</p> <p>21. School ge rahkaatherikamuge qavaaidhaai khilaaf vaa faraaithakaa medhu aamalu kuraane gothuge usoolu.</p> <p>22. Lifelong learning/continuing Education Policy.</p> <p>23. Saanavee thauleemu furihama kohfai nuvaa faraiythakah amaazu koh hingey tahuleemai thamreenu programme thah.</p> <p>24. Vocational Education/ B-Tech/ Masaikaitherikamuge thauleem madhrasee thauleemuge therein foaru kohdhinumuge usoolu.</p> <p>25. Civic Education Policy.</p> <p>26. Professional Development Policy.</p> <p>27. Life skill usoolu.</p> <p>28. Mauloomaath ehkurumaai rahkaakurumugai amalu kuraane gothuge usoolu / Information dissemination policy</p>
<p>4. Duty Station:</p> <p>A workstation from Ministry of Education with equipment's including a computer, telecommunication services, printing, photocopying and scanning services</p>
<p>5. Duration:</p> <p>Approximately 30 calendar days during the contract period from date of signing.</p>
<p>6. Payment:</p> <p>MVR 32,500/- (Thirty two thousand and five hundred rufiyaa.)</p> <p>Upon satisfactory receipt of deliverables verified by the Ministry of Education, payments will be made.</p>

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7. Qualifications or specialized knowledge and/or experience required:

The consultant should have the following qualifications:

1. Have at least a Master's degree or equivalent in the field of law.
2. Have at least 3-5 years of work experience in legal drafting.
3. Have experience in working with government offices and other intergovernmental organizations will be an added advantage.
4. Be fluent in written and spoken Dhivehi and English, including proven excellent legal drafting skills.

8. Evaluation criteria

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

Criteria	Description	Maximum Point
Technical approach and methodology	Technical approach [20 Points] [10] points for demonstrating an understanding of the objective of the assignment in the context of the project [10] points for proposal on methodology on carrying out the activities	20%
Key professional staff qualifications and competence	Qualifications and Skills [30 points] [20] points for minimum postgraduate Degree in the field of law, [05] points for each additional level above postgraduate Degree General Professional Experience [30 points] [20] points for minimum 2 years general professional experience in the field of law, [02] point for each additional year up to 5 years Specific Professional Experience [20 points] [10] points for completion of minimum 3 similar assignments of drafting legislation or subsidiary legislation, [02] point for each additional assignment up to 5 assignments	80%
Total		100%

ANNEX A - FORMS

FORM 1 – Document Checklist

#	BID DOCUMENTS	
1	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 copy	
5	Curriculum Vitae (CV) of the Team (Form 5)	
6	Accredited academic certificates	
7	Letter of Commitment (Form 6)	
8	Specific experience of contracts of similar nature (Form 7)	
9	Required experiences listed in form 7	

FORM 2 – Proposal Submission Letter

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to **provide Consultancy service to amend Education act 24/2020 and align existing policies and regulations with the Education Act** in accordance with your Request for Proposal dated [xxx]. I hereby submit our Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. My Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

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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. Tenderer's Legal Name	{insert Tenderer's legal name}
2. Tenderer's actual or intended Country of Registration:	{insert actual or intended Country of Registration}
3. Tenderer's Year of Registration:	{insert Tenderer's year of registration}
4. Tenderer's Legal Address in Country of Registration:	{insert Tenderer's legal address in country of registration}
5. Tenderer's Authorized Representative Information	
Name:	{insert Authorized Representative's name}
Address:	{insert Authorized Representative's Address}
Telephone/Fax numbers:	{insert Authorized Representative's tel/fax numbers}
Email Address:	{insert Authorized Representative's email address}
7. Attached are copies of original documents of: {check the box(es) of the attached original documents}	
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above.	

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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. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 6. 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:
- 7. Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - Role/ Position undertaken:
 - Period of assignment:

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FORM 6 – LETTER OF COMMITMENT (TEAM MEMBERS)

[Location, Date]

To: [Name and address of Client]

Re: AMEND EDUCATION ACT 24/2020 AND ALIGN EXISTING POLICIES AND
REGULATIONS WITH THE EDUCATION ACT,

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as a _____ to the firm for the
given project.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to
me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Education's notice, to
commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

Passport /ID card No:

Date:

Signatory:

Signatory:

FORM 7- 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)