

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Human Resources, Youth and Sports
Male', Republic of Maldives

TERMS OF REFERENCE (ToR) FOR STANDARD WRITERS, INSTRUTIONAL MATERIALS DEVELOPERS AND ASSESSMENT RESOURCE BOOK DEVELOPERS

1. Background

Employment sector councils have a membership of 15, including major Employers and other sector stakeholders. Their functions are:

- i) To complete a sector-wide human resources development study which concludes with recommending priority occupations
- ii) To set competency standards for those occupations (or employment skills clusters),
- iii) To identify skilled practitioners of jobs for which competency standards are being written or revised to work and
- iv) To nominate industry recognized specialists to assess those achieving those standards to assure Employers in the sector that the training is in compliance with their specifications. By having effective ECSs, the TVET (Technical Vocational Education and Training) system is demand driven; that is those who hire, set the skills competency requirements for those they will hire.

Instructional Materials should be developed for the Competency standards which have been developed, by the individuals who understand the specific job requirements of the occupation for which the standards are set.

2. Qualification

To develop Instructional Materials, it is important to combine the skills of trained Instructional Materials Developers with the specific job skills of specialists identified by the ESCs and others as practicing masters of the jobs for which standards are being set.

3. Terms of Employment

The Instructional Materials Developer shall be employed by the Ministry of Human Resources, Youth and Sports and shall report to and receive direction from an individual identified by the TVET Division.

The consultant will be hired for a defined period for each Instructional Materials Development assignment. The length of each contract will be 3 months.

Please note that no office space or computer access can be allowed by MHYRS for this activity. Meeting space will be provided.

4. Payment

Instructional Materials and resource materials developer will be paid in full upon acceptance of the Instructional Materials they have developed by the TVET Division of the ministry.

Instructional Materials and resource materials Developer will be paid 1,500.00 MRF per unit of the National competency Standard

5. Job Description

Reporting To: Head of TVET Section, Ministry of Human Resources, Youth and Sports

Employment Status: part time contract staff under the Integrated Human Development Project (IHDP). Employed (contracted) by the TVET, MHRYS.

General Position Activities

Under direction of TVET, the Instructional Materials Developer will have responsibility for developing a completed Instructional Materials documents in the required format or to adjust.