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Ministry of Social and Family Development  
Male', Republic of Maldives

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## Job Readiness Program for Persons with Disabilities– Batch 3, Terms of Reference

### Background

The Ministry of Social and Family Development is committed to advancing inclusive employment and equal participation of persons with disabilities in the workforce. Building on the outcomes and lessons learned from previous batches, the Job Readiness Program Batch 3 is designed to strengthen employability outcomes through a structured, practical, and individualized approach.

This program integrates life enhancement skills, employability training, on-the-job exposure, parental engagement, and psychosocial support to ensure participants are adequately prepared to transition into employment and sustain participation in the workplace and community. The program will be delivered with reasonable accommodations and individualized progression plans tailored to each participant's needs.

### Objective

The primary objective of this program is to prepare at least 10 individuals with disabilities for employment by developing their employability and life enhancement skills. This training will:

1. Equip participants with core employability competencies required to access, perform, and retain employment.
2. Strengthen functional independence and essential life skills that directly impact workplace performance and reliability.
3. Provide continuous, structured progressive workplace exposure through job training and job shadowing to support informed job matching.
4. Support participants' psychosocial well-being and workplace adjustment, recognizing emotional regulation and resilience as key employment enablers.
5. Engage parents and caregivers to reinforce employment related behaviors and independence outside the training environment.







Participant progress shall be assessed using a competency-based rating system.

Each participant shall be assessed across key competency domains, including:

1. Employability skills
2. Essential life skills related to work
3. Workplace behavior and reliability
4. Psychosocial adjustment and engagement
5. Digital and technology skills

Ratings shall be assigned on a five-point scale, as follows

Rating	Description
1	Requires intensive support, limited demonstration of competency
2	Demonstrates emerging skills with significant support
3	Demonstrates basic competency with moderate support
4	Demonstrates consistent competency with minimal support
5	Demonstrates independent and reliable competency

Each rating shall be accompanied by a brief qualitative justification, outlining strengths, challenges, and recommended next steps.

Assessment tools and criteria shall be shared with the Ministry at program commencement.

Progress against module outcome indicators and participant-specific benchmarks shall be monitored and reflected in monthly reporting.

Participants will receive a progress record or transcript summarizing their achievements at the end of the program.

## 5. Certification

Certificates will only be issued to participants who complete the program successfully. The selected service provider shall communicate detailed certification requirements to participants and parents/caregivers at program commencement.

## 6. Deliverables

The implementing partner shall be responsible for the following deliverables:





- Total program duration is six (6) months.
- Workplace exposure, including on-the-job training and job shadowing, shall be prioritised in the latter part of the program, with timing and duration determined based on participant readiness and progress.
- Participants not yet ready for workplace exposure shall continue structured training during this period.

## Participant Exit and Replacement

The Ministry shall be informed immediately of any participant withdrawal or termination. Participant replacement shall be permitted only if withdrawal occurs within the first two (2) months. Replacement participants shall undergo accelerated orientation and baseline assessment, and benchmarks will be adjusted accordingly.

Persistent non-attendance or disengagement for more than one month may be treated as withdrawal, with exceptions for documented medical reasons.

Initial and mid-program assessments shall be conducted to confirm suitability and monitor progress.

Participants who demonstrate achievement of defined competency benchmarks prior to completion of the full program duration may be recommended for early transition to employment, internship, or alternative pathways, subject to Ministry approval. Where a participant is not progressing against agreed benchmarks, the Ministry shall be informed and alternative pathways recommended.

## Budget

Payments shall be made monthly at a rate of MVR 2,000 per participant and shall be conditional upon each participant achieving a minimum of 50% attendance for that month, unless absence is supported by valid medical or justified reasons.

**Total Budget Cap:** MVR 120,000 (maximum 10 participants will be trained during this batch).

The budget shall be deemed to include all costs associated with participant assessments, benchmarking, reporting, and individualized support required under this ToR.





- Clear and coherent program framework aligned with the objectives of this ToR: 10 marks

b) Structured Training Plan for Diverse Support Needs (5 marks)

- Defined modules addressing diverse disability-related support needs: 3 marks
- Inclusion of participant benchmarks and outcome-based monitoring framework: 2 marks

c) Implementation Methodology (5 marks)

- Detailed course content with timelines and sequencing: 3 marks
- Submission of session plans with defined learning outcomes: 2 marks

**3. Capacity and Resources (20%)**

a) Qualified Trainers and Facilitators (10 marks)

Number of trainers proposed:

- 3 or more trainers: 5 marks
- Demonstrated expertise in disability-inclusive service delivery: 5 marks

b) Adequacy of Training Facilities (5 marks)

- Accessibility features of the training venue: 3 marks
- Availability of assistive technology and training resources: 2 marks

c) Ability to Facilitate Workplace Exposure (5 marks)

- Partnerships with employers for job training or job shadowing: 3 marks
- Submission of commitment letters or MoUs from partner organizations: 2 marks

**4. Monitoring and Evaluation Approach (10%)**

a) Participant Progress Tracking (8 marks)

- Pre- and post-program assessment mechanisms: 4 marks
- Monthly progress monitoring and reporting system: 4 marks

b) Defined Success Indicators (2 marks)

- Clear and measurable indicators for skill development and employment readiness: 2 marks

**5. Cost-effectiveness and Sustainability (10%)**



a) Budget Feasibility and Resource Utilization (5 marks)

- Clear, justified, and reasonable cost breakdown aligned with the ToR: 5 marks

b) Sustainability and Scalability (5 marks)

- Demonstrated potential for replication or scaling for future program batches: 5 marks

Criteria	Weightage (%)
Technical Expertise and Experience	40
Program Design and Methodology	20
Capacity and Resources	20
Monitoring and Evaluation Approach	10
Cost-effectiveness and Sustainability	10
<b>Total</b>	<b>100</b>

**Timeline**

- April 2026: Finalize selection of implementing partner
- May 2026: Program launch
- November 2026: Program evaluation, final reporting, and recommendations for future iterations.

