

**CALL FOR PROPOSALS**  
**Support to develop competency examination question bank for counselling professionals**

**1. Purpose**

World Health Organization Maldives (WHO) seeks proposals from local firms/institutions/academia to develop competency assessment tool for counselling professionals, including a question bank and guidance document, incorporating international best practices.

**2. Background**

Maldives Allied Health Council (MAHC), established under the Health Professionals Act 13/2015, regulates paramedical professions through registration, licensing, standards development (e.g., scope of practice, competencies, education), and a code of conduct. Existing standards require updates per current regulations. Competency exams are vital for verifying candidates' abilities before registration and licensing, ensuring effective public care delivery with a competent workforce.

This activity is in line with the Health Master Plan's goal to enhance population health and wellbeing by improving health workforce skills, contributing to SDG 3 (health), with positive effects on SDG 4 (education) and SDG 5 (gender equality).

**3. Objectives**

The primary objective is to create robust, standardized tools for assessing counselling professionals' competencies at the master's level, aligned with MAHC recognized curricula and international standards.

**4. Scope of work and detailed Terms of Reference (TOR)**

Under the guidance of the WHO Technical team and oversight of the Maldives Allied Health Council, the contractual partner is expected to:

1. Consult with relevant stakeholders involved in the Competency Assessment Examination (e.g., Faculty of Health Sciences, Maldives National University, and Maldives Allied Health Council).
2. Design a question bank of 1000 multiple choice questions in line with a master's degree in counselling syllabus and practicum recognized by the council.
3. Prepare a brief guidance document for candidates participating in the competency exam, including guidelines for completion, exam format details, and sample questions.
4. Ensure all materials are technically sound, aligned with international best practices in counselling education.
5. Submit draft of the question bank and guidance document to the council. The drafts will undergo verification process before approval.
6. Incorporate comments and feedback from the council and consolidate them into the final versions of the documents.
7. Submit the final question bank and guidance document in hard and electronic format.

## 5. Expected Deliverables

- Finalized question bank of 1000 multiple choice questions categorized by topic, with answer keys for each question.
- Finalized guidance document for candidates participating in the competency exam.
- Editable soft copies of all documents submitted to WHO and council.

## 6. Specific Requirements

### Qualifications:

#### Essential

- The lead technical expert responsible for drafting the materials must hold a master's degree or higher in counselling, education, or a related field.
- Other technical team members involved in technical content development and drafting must have relevant bachelor's degrees in counselling or equivalent.

#### Desirable

- Certifications in counselling education or assessment from recognized bodies.

### Experience

#### Essential

- The local firm/institution/academia should have in their team experts with relevant knowledge and experience in allied health professional competency standards.

#### Desirable

- Prior experience working with regulatory bodies like MAHC or similar councils.
- Experience in development of question bank/exams.
- Demonstrated projects in health workforce development.

### Technical Skills and Knowledge

- Contractual partner must be a locally based firm/institution/academia with qualified experts in counselling.
- Good understanding of the health sector operations at national level.
- Excellent demonstrated ability to be flexible and work under tight deadlines in an independent working environment.
- Proficiency in using digital tools for document creation and collaboration (e.g., Microsoft Word, Google Docs).

### Language requirements

- Fluent in written and spoken English and Dhivehi.
- Fluent in academic writing in English.

### Proposal Submission Requirements

The following contents must be included in the proposal:

- A detailed activity plan with timelines for deliverables.
- A detailed budget breakdown (financial quotation).
- Company profile, including years in business and details of similar projects if any.
- CVs of key experts intended to engage in producing the question bank and guidance document (highlighting relevant qualifications and experience).

- Confirmation of compliance with data protection and confidentiality standards, as the question bank involves sensitive exam materials.

#### **7. Contract Duration and Timeframe**

The estimated period for this contract is a total of 3 months (15 October – 31 December 2025). The timeline should allow for iterative reviews and incorporate buffer time for unexpected delays.

#### **8. Application**

Interested local firms/institutions/academia are requested to submit their proposal to [semavprocurement@who.int](mailto:semavprocurement@who.int) by **4 October 2025**.