

## **CALL FOR PROPOSALS**

### **Support to develop competency assessment tools for medical laboratory professionals**

#### **1. Purpose**

World Health Organization Maldives (WHO) seeks proposals from local firm/institution/academia to develop competency assessment tools for medical laboratory professionals, including a question bank, portfolio, and logbook, 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, competency requirements, and 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. Objective**

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

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

Under the guidance of WHO Technical team and oversight of the Maldives Allied Health Council (MAHC), 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. Designing a question bank of 1000 multiple choice questions in line with a bachelor's degree in medical laboratory 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 medical laboratory education.
5. Develop templates for portfolios and logbooks for medical laboratory technologists.
6. Submit a draft of the question bank, guidance document, portfolios, and logbooks to the council. The drafts will undergo verification process before approval.
7. Incorporate comments and feedback from the council and consolidate them into the final versions of the documents.
8. Submit the final question bank in hard and electronic format, guidance document, portfolios, and logbooks 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.
- Finalized portfolio template, including sections for evidence of competencies, reflections, and supervisor endorsements.
- Finalized logbook template as per guidance from council.
- Editable soft copies of all the 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 medical laboratory science, education, or a related field.
- Other technical team members involved in technical content development and drafting must have relevant bachelor's degrees in medical laboratory science or equivalent.

#### Desirable

- Certifications in medical 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 of allied health professional competency standards

#### Desirable

- Prior experience working with regulatory bodies like MAHC or similar councils
- Experience in development of question bank/exam, portfolio and logbook design for clinical training programs
- Demonstrated projects in health workforce development

### **Technical Skills and Knowledge**

- Contractual partner must be a locally based firm/institution/academia with qualified experts in medical laboratory science
- 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, portfolios, and logbooks (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 firm/institution/academia are requested to submit their proposal for the project to [semavprocurement@who.int](mailto:semavprocurement@who.int) by **4 October 2025**.