

## **TERMS OF REFERENCE**

### **Develop and deliver a 2 (two) day “Staff Development Program” in Maldives**

#### **Background**

The Capital Market Development Authority (CMDA) is an independent institution responsible for developing and regulating the capital market and the pension industry in the Maldives. It has statutory powers to license securities market intermediaries including brokers, dealers, Investment advisers, asset managers, custodians, credit rating agencies as well as Stock Exchanges and central depositories. The regulatory powers are derived under the Maldives Securities Act, 2006 and Maldives Pension Act 2009.

#### **Objectives:**

To facilitate a Staff Development Program in January 2016, with development of skills for team building, time management, motivation, leadership and influencing. The desired outcome is to have effective and efficient work management, positive and collaborative work culture, and reduced work stress.

#### **Target seminar audience**

The program is targeted the staffs of Capital Market Development Authority.

#### **Duration of the course**

The program shall be designed such that it is conducted over a period of 02 consecutive days, from 09:00 am to 4:00pm, expected to be held at the end of January 2016.

#### **Responsibilities of the speakers**

The firm or the individual hired to conduct this program will be tasked with preparing the course materials.

Course materials shall be delivered to CMDA at least one week prior to the commencement of the program.



## **Course outline and criteria for evaluation**

### **Major tasks to be accomplished**

1. Prepare training materials for the training on Team building, Time Management, Motivational skills, Leadership skills and Influencing skills.
2. Share with CMDA for review and feedback
3. Finalize the documents and submit to the Authority, with a plan and methodology for delivering the session.
4. Deliver the sessions in January 2016
5. Incorporate team- building sessions into the 2 day retreat, which promotes positive interaction and bonding within the team members
6. Submit financial Report of the training

### **Deliverable/ End product**

- Training documents with a plan and methodology for delivering the sessions (on Team building, Time Management, Motivational skills, Leadership skills and Influencing skills)
- Workshop facilitation/ delivery of sessions
- Final report of the consultancy

### **Educational qualification and experience**

Academic qualities:

- Advance university degree

Knowledge, skills and experience

- Minimum 5 years of work experience in facilitation and team building
- Past experience in working within the financial sector is an asset
- Experience in organizing training and workshops for different level stakeholders

Personal competencies

- Ability to work in intensive work environments. Ability to keep to planned timelines.
- An action – oriented approach and strong driver for results.
- Excellent facilitation skills.
- Highly skilled at working with teams of diverse capacities.

**Criteria for evaluation**

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| 1. Educational qualification and specialized knowledge                     | 50% |
| 2. Training Experience ( Lecturing, program development)                   | 22% |
| 3. Price (Cost associated with developing and delivering the program only) | 28% |

03<sup>rd</sup> January 2016

