



INVITATION FOR PROPOSALS FOR PROJECT MANAGEMENT YOUTH CHALLENGE AND KISSARU - 2009

Project Briefing:

1. The Project name: "Career Guidance, Further Education and Job Expo"
Duration of project: 1 (One Year)
2. Name of Organization: Ministry of Human Resources, Youth & Sports.

Address: P.A Complex (5th floor)
Hilaalee Magu
Male'
Phone (960) 332 6986
Fax: (960) 332 7162
Website www.youthsports.gov.mv

3. Details of Proposal:

3.1 The Project Idea:

3.1.1 'Youth Challenge' is an event organized by the Ministry of Human Resources, Youth & Sports. Youth Challenge aims to provide youth an opportunity to have direct contact with institutions, universities and other such organization that offers a variety of career fields. Local and foreign educational institutions and other key government and private organizations from a various fields participate in this fair. The ministry first brought up the idea of Youth Challenge in 1998 and the very first event was held in 1999, organized by the Youth Centre. For the past decade this event had been organized by the Youth Centre and also had been hosting at the same premises of MCSE building and made her benchmark.

3.1.2 Kissaru is a job fair organized by the Ministry of Human Resources, Youth & Sports. This event aims to provide opportunities for youth to meet employers from various sectors and explore the diversity of the job market in the Maldives. Additionally it is an opportunity to exhibit available job opportunities and the necessary skills required for the jobs at organizations and to develop a better understanding among youth on the importance of work ethics.

4. Objectives:

- 4.1 To provide the opportunity for youth to gather information on higher education and training opportunities within the global village.
- 4.2 To create an opportunity for the youth to network with employers from various sectors and explore the diversity of jobs that avails in the country.
- 4.3 To provide a platform for youth to serve as an apprentice that would be beneficial for the employer and the employee.

5. Details of Beneficiaries:



- 5.1.1 It is a golden opportunity for youth to gather information on education and training opportunities in different fields of interest. And additionally an excellent opportunity to experience and gather information on available areas before youths/students step into their future.
 - 5.1.2 An opportunity for youth where they can explore job opportunities in different fields of interest. Additionally an excellent opportunity to experience and gather information on available job areas before youth/students step into their future.
 - 5.1.3 An opportunity to have direct contact with many varieties of career fields.
 - 5.1.4 An educational fair for the participating organizations to find out the type of jobs and incentives youth for today are looking for.
 - 5.1.5 Education & Career exhibition will showcase the latest educational opportunities and technology available to a captive audience of potential students, parents and those aspiring professional studies.
 - 5.1.6 Youth Job Expo will showcase the latest job opportunities/training to a captive audience of potential youths, parents and those aspiring for a professional career.
 - 5.1.7 This is an opportunity to exhibit available jobs opportunities and the necessary skills required for the jobs in organization, and to develop a better understanding among youth on the importance of work ethics.
 - 5.1.8 Exhibitors will derive excellent benefits by way of highly conducive platform to create awareness of existing portfolio and consolidate or strategically plan future programmes, interact with target clientele, share and transact for appropriate individual requirements.
6. Deliverables of the Project:
- 6.1 Higher educational and training programmes (local/foreign).
 - 6.2 Information on different career opportunities available in the global village.
 - 6.3 Explore the diversity of sectors, career opportunities, on-the-job training and available job opportunities in the job-market.
 - 6.4 Information on different career fields/opportunities available in the Maldives.
7. Scope of the Project:
- 7.1 The event should create visibility for the public and support to create opportunities for participants and visitors.
 - 7.2 Visitors from a global level should be invited to participate in the event and to promote their courses for the Youth of Maldives.
 - 7.3 Visitors from the country should be invited to participate in the event, to interview or recruit new members for their organizations.
 - 7.4 Scholarship opportunities for the visitors must be encouraged.
 - 7.5 On-the-job training opportunities for the visitors must be encouraged.



- 7.6 Maintain data collected from the event and provide addresses, categories and lists of education and training and job opportunities offered during the event to the Ministry of Human Resources, Youth & Sports.
- 7.7 The presence of Maldives Accreditation Board or such a government entity should be encouraged to participate in the event.
- 7.8 Participants (organizations) should be registered under the respective authority of the government.
- 7.9 Participants /organizations (colleges/universities/institutes etc) should be registered under the Maldives Accreditation Board and their course should be accredited by them.
- 7.10 Media promotion of the event.
- 7.11 Visitor's feedback and comments should be conducted through evaluations.
- 7.12 Enrollments for courses or placements issued and jobs offered during the event must be monitored and informed to MHRYS.
- 7.13 Documentation and a quality photographic coverage should be done.

8. Reporting:

The report must be submitted within 30 days of the event to the Ministry of Human Resources, Youth & Sports.

9. Eligibility for bidding:

Bidders must prove to have the capacity to handle or manage such events. The following conditions will be an advantage:

- 9.1 Bidders with a good marketing background
- 9.2 Bidders with the experience of project/event management
- 9.3 Bidders with an understanding of needs, both the participants and visitors.
- 9.4 Bidders with the capacity to handle and manage such an event.

10. Specifications for the event:

- 10.1 The event should be held in a Male'.
- 10.2 The event should be held in a location where it is convenient for customers (participants/visitors).
- 10.3 Project name should be used in marketing materials, documentations, in advertisements, interviews, etc.
- 10.4 The timing of the event is negotiable.
- 10.5 The event should be held for a minimum duration of 03 (three) days and should extend for a minimum of 06 (Six) hours each day.
- 10.6 The event should have refreshment facilities.
- 10.7 The event should carry a theme and slogan.
- 10.8 Stall sizes and structure should match the international standards or it should be equivalent to such standards.



- 10.9 Pure drinking water facilities should be arranged for free within the exhibition hall.
- 10.10 Mini Seminars should be conducted during the event from different sectors.
- 10.11 Participants should have a separate place to conduct enrollment exams or interviews.
- 10.12 Minimum 3 stalls for Ministry of Human Resources, Youth & Sports (without any charges).
- 10.13 Reasonable and separate stall rates should be provided for the following;
 - Government
 - Local - Colleges/Universities/Institutes
 - Foreign – Colleges/Universities/Institutes
 - Non-profit-organizations
- 10.14 Minimum number of participants:

(a) Youth Challenge

- Local - 40 - 50
- Foreign - 15 - 20

(b) Kissaru

- Local - 40 - 50

- 10.15 Youth Challenge and Kissaru should be an annual event and the Ministry of Human Resources, Youth & Sports reserves the right to change or modify the date, if necessary.
- 10.16 Minimum 01 table, 04 chairs, 1 plug point (electricity) and internet should be provided.

11. Materials available from Ministry of Human Resources, Youth & Sports.

- 11.1 'Youth Challenge' and 'Kissaru' logo.
- 11.2 Contacts of participants from last two events.
- 11.3 Report of last event.
- 11.4 Any other support service necessary.

12. Language of the Proposal and the project:

- 12.1 The proposal shall be written in Dhivehi/English
- 12.2 All materials of the event including the marketing documents meant for the buyers shall be in Dhivehi/English.

13. Criteria for selection:

The following criteria will be applied in the selection. Evidence of competent persons in an entity submitting the proposal will be considered in the following criteria for selection:

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|-------|--------------------------------|-----------|
| 13.1 | Marketing plan | 20 points |
| 13.2 | Proposed stall fee | 15 points |
| 13.3 | Presentation of proposal | 15 points |
| 13.4 | Experience in event management | 10 points |
| 13.5 | Opportunities for visitors | 10 points |
| 13.6 | Opportunities for participants | 10 points |
| 13.7 | Project value | 05 points |
| 13.8 | References of event management | 05 points |
| 13.9 | Event Venue | 05 points |
| 13.10 | Other | 05 points |



14. Contracting procedures:

- 14.1 The responsibilities will be specified in the contract between Ministry of Human Resources, Youth & Sports and the event manager who will include scope and delivery.
- 14.2 Allocated budget for the event.
- 14.3 Event schedule.
- 14.4 Proposal of the event.

15. Further information required please call: 3326986.

15. Date and time of proposal submission: 2nd July 2009, Thursday at 14:30 hours.

16. Proposal submission:

Please send in your proposal sealed to:

Ministry of Human Resources, Youth & Sports
P.A Complex (5th floor)
Hilaalee Magu
Male' , Republic of Maldives.

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