



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Dated, Shillong, 13th October, 2026

REQUEST FOR PROPOSAL (RFP)

The Meghalaya Basin Management Agency (MBMA) invites proposals from qualified professionals for engagement as Individual Consultant – Curriculum Design for the Meghalaya Teacher Training Academy (MTTA) under the Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER). The Consultant will provide technical support and services for the review, revision and development of curricula, syllabi and instructional materials, including textbooks, teacher guides and resource books, ensuring alignment with SCF, DERT, NEP 2020 and other national frameworks, while incorporating local context, tribal communities and foundational learning needs.

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the MBDA website at **www.mbda.gov.in**.

Date of Issue of RFP: **13th October 2026**

Last date and time of submission: **23rd October 2026**.

Sd/-

**General Manager - Human Resources
Meghalaya Basin Management Agency**

Terms of Reference (TOR)

Position: Individual Consultant (Curriculum Design)

Project: Meghalaya Teacher Training Academy (MTTA) under the Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

1. Background

The Meghalaya Basin Management Agency (MBMA), with support from the World Bank, is implementing the Meghalaya Teacher Training Academy (MTTA) under the Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER). The project adopts an integrated, cross- sectoral approach to improve human capital outcomes of adolescents and youth by addressing learning, life skills, health, wellbeing, and transitions to education, skills, and employment.

The project is implemented through the State Project Management Unit (SPMU) of MTTA, MPOWER, MBMA with participation from multiple departments and implementing partners.

2. Overview of Meghalaya Teacher Training Academy

The Meghalaya Teacher Training Academy (MTTA) is a professional body established to centralize and strengthen the quality of teacher training across the state. It functions in close collaboration with the Directorate of Educational Research and Training (DERT), which serves as the nodal agency for teacher education in Meghalaya.

The Academy has been set up as a “one-stop/ centralized” institution to streamline training efforts and avoid duplication of training efforts within the education system. By consolidating resources and initiatives, MTTA aims to enhance the professional competence of educators, which is critical to improving the overall quality of school education in the state.

The establishment of MTTA is Government’s commitment to ensuring that training is vetted by experts at MTTA and teachers receive high-quality pedagogical programmes.

3. Scope of Work

- Lead the review and revision of curriculum and syllabus, and oversee the development of instructional materials, including textbooks, teacher guides, and resource books.
- Design and implement curricula aligned with national standards (such as NEP 2020) while ensuring relevance to local contexts, including tribal communities and foundational learning needs.
- Plan and oversee teacher training programmes, workshops, and extension activities to strengthen educator competencies and classroom practices.
- Monitor implementation across schools through classroom observations, teacher feedback, and student assessments, and make necessary adjustments to improve learning outcomes.
- Conduct educational research, support innovation, and evaluate programmes such as talent search initiatives and career guidance interventions relevant to Meghalaya.
- Foster collaboration among teachers, school leaders, and MTTA staff to ensure cohesive curriculum delivery, continuous improvement, and coherence across curriculum, training, and content.
- Provide academic leadership by offering guidance, organizing seminars, and engaging stakeholders to support resource allocation and ongoing professional development.

3.1 Survey and Evaluation Support

- Provide technical support to the SPMU in reviewing methodologies, survey instruments, sampling approaches, and analytical frameworks used for baseline, midline, and endline surveys.
- Support the SPMU in reviewing selected technical aspects of survey plans and methodologies proposed by the agency hired to conduct the baseline, midline, and endline surveys.
- Provide technical inputs to ensure that survey instruments and evaluation methodologies are aligned with the project Results Framework and good international practices.
- Support the SPMU in reviewing key outputs and evaluation reports produced through these survey exercises.

3.2 Coordination and Stakeholder Engagement

- Work closely with the SPMU, Sub-PMUs, district teams, MIS units, and implementing partners to support effective coordination of activities.
- Support coordination between the SPMU and the agency hired to conduct the baseline, midline, and endline surveys on relevant technical aspects.
- Provide inputs to project review meetings and World Bank implementation support missions where required.

4. Reporting and Coordination

- The Consultant will report to the Director, MTTA and will work closely with the Team Lead / Project Manager of the SPMU for day-to-day coordination.
- The Consultant will submit periodic progress reports and a Monthly Progress Report summarizing activities undertaken, key outputs delivered, and support provided to the SPMU.

5. Payment Terms

- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Payments will be made on a monthly basis, subject to submission and approval of the Monthly Progress Report by the Director, MTTA.
- Operational arrangements such as those relating to official travel etc. will be borne by MBMA or such OPE will be reimbursed on actual basis.

6. Qualifications and Experience

- Master's degree in Education (M.Ed.) or a related field, along with a B.Ed. or equivalent teaching qualification.
- Prior experience as an educator, research in the field of curriculum development and design
- Minimum 8 years of experience in curriculum development, academic leadership, or education reform.
- Demonstrated proficiency in curriculum design, syllabus revision, and development of instructional materials, including textbooks and teacher guides.
- Strong capabilities in **educational research and programme evaluation**, with the ability to align curricula with national and state frameworks such as **NEP 2020 and the Meghalaya State Curriculum Framework**.
- Proven leadership in **planning and conducting teacher training workshops, seminars, and extension programmes** to strengthen teaching practices.

- Excellent communication and problem-solving skills, with the ability to **adapt to Meghalaya's diverse tribal contexts** and promote innovative teaching approaches and human resource development.
- Working knowledge of **local languages (Khasi, Garo, or Jaintia)** is desirable, along with familiarity with **state-specific policies such as the Meghalaya State Education Policy**.

7. Ownership of Data and Reports

- The Planning, Investment Promotion and Sustainable Development Department (PIPSDD), Government of Meghalaya shall retain ownership of all data, reports, and materials generated through this assignment.
- All outputs produced under this consultancy shall be the property of the Government of Meghalaya.

8. Duration and Level of Effort

- The assignment will be for a period of 12 months on a full-time basis.
- The contract may be extended subject to satisfactory performance and mutual agreement between both parties.

9. Duty Station

- The Consultant will be based at the MTTA Office, Shillong, Meghalaya for a period of 20 days per month, for the duration of the assignment.

10. Method of Selection:

The Senior Consultant shall be selected through the Consultant's Qualification-Based Selection (CQS) method.

The evaluation of eligible applicants shall be carried out based on the following weightage:

- Relevant Experience: 40%
- Educational Qualifications: 20%
- Presentation cum Personal Interview: 30%
- Financial Proposal and Fee Structure: 10%

11. Submission of Offer:

Interested candidates shall submit their proposal for the assignment demonstrating their qualifications, experience, and suitability for the role. As no standard format is prescribed, candidates are required to organise their proposal covering the following components:

1. Curriculum Vitae (CV)

A detailed and updated Curriculum Vitae, duly signed by the candidate, clearly indicating educational qualifications, relevant professional experience, key assignments undertaken, roles and responsibilities, and duration of engagements.

2. Write-up on Suitability for the Assignment

The candidate shall submit a brief note (maximum 2 pages) demonstrating suitability for the assignment.

The note shall be clearly linked to the requirements of MTTA under MPOWER project and should include:

- A concise description of the candidate's relevant experience in strengthening monitoring and evaluation systems in development projects
- Key actions the candidate proposes to undertake for improving project monitoring, planning & evaluation, reporting, and data quality within MPOWER Project.

- Approach to supporting the planning, review, and quality assurance of baseline, midline, and endline survey and evaluation activities
- An indicative work plan for the first six (6) months of the assignment, outlining proposed priority activities, timelines, and expected outputs

3. Financial Proposal

The proposal shall include the consultant's expected remuneration (monthly rate or lump-sum, as applicable), inclusive of all applicable taxes and duties.

4. Availability and Declaration

The candidate shall indicate the earliest availability for taking up the assignment and provide a signed declaration confirming that the information furnished is true and correct and that there is no conflict of interest in undertaking the assignment.

5. The offer should reach HR Unit, MBMA electronically via **hr1.mbda@gov.in** with the subject line – '**Application for Individual Consultant (Curriculum Design)**' latest by **23rd October 2026**.
6. For more information about the organization please visit our website <https://www.mbda.gov.in>

Sd/-

**General Manager- Human Resources
Meghalaya Basin Management Agency**