

## REPUBLIC OF VANUATU

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# Terms of Reference for a consultant

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## Conduct Surveys on Graduates' Destination and Employers' Satisfaction

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### 1. Background

The Vanuatu Qualifications Authority (VQA) is the principal Government Agency mandated under its 2014 Act to provide policy advice; regulate; coordinate and quality assure Post School Education and Training (PSET) sector in Vanuatu. VQA's long term strategy is guided by the Vanuatu National Sustainable Development Plan 2030 Goal 4, the PSET Policy 2016 – 2020 and the National Human Resources Development Plan 2030 (NHRDP 2030).

The PSET's policy and the NHRDP 2030 identifies areas that needs to be developed to improve the education sector and also provides direction for performance - based funding for the PSET sub-sector that enables growth and development, and ensures accountability.

VQA has been working on initiatives to review courses to meet the demands and needs of industries, communities, Vanuatu economic and social development. One of the initiatives is to undertake students' destination survey and employers' satisfaction survey on how well the courses that are developed and delivered by

the PSET providers have impacts on the employment and productivity of the graduates.

Therefore, VQA need to hire a national consultant to assist the authority through the Qualifications and standards division, to undertake the student satisfaction and employer satisfaction survey.

## **2. Scope of the Assignment and specific tasks**

. The consultant will perform the following tasks:

1. Identify with PSET providers accredited courses that are delivered and number of students graduated in the course.
2. Develop surveys' questionnaires
3. Consult with VQA on the questionnaires
4. Conduct the survey,
5. Collate and analyses information
6. Report to VQA on the outcome of the survey
7. Finalize the report and submit to VQA

## **3. Duration and Key Milestones**

The duration of the assignment will be for 10 months and will commence upon signing of the contract.

The Key Milestones are:

- Develop and submit detail work plan to VQA within 10 days of signing the contract.
- Develop survey questionnaires and consult with VQA for approval
- Conduct survey
- Meet with VQA Management to report on progress by 31<sup>st</sup> of October 2022.
- Analyse information, develop and submit the 1<sup>st</sup> draft of the report by 31<sup>st</sup> of January 2023
- Finalize and submit the report before the 31<sup>st</sup> of March 2023

#### **4. Reporting and Accountability**

The consultant is responsible to report to the CEO through the NQDO for performance of duties.

#### **5. Payment Schedule**

Consultant will receive payment by the VQA Accounts Officer as follow:

Achieved tasks	Percentage of payment
Up on signing of the contract	20%
After submission of the 1 <sup>st</sup> draft report	40%
After submission of the final report	40%

The full payment full report on the survey is submitted to the VQA after 31<sup>st</sup> of October 2022.

#### **6. Attachment(s) to TOR**

An information package on relevant policies and guidelines will be attached to the TOR.

- List of accredited courses
- List of registered providers
- VQA graduate destination survey questionnaire