

REPUBLIC OF VANUATU

Vanuatu Qualifications
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Terms of Reference for consultant

Development of courses to respond to NHRDP priority occupations

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 NHRDP 2030 identifies occupational priorities that need to be developed to respond to skills demands for the private and public sectors.

One of the VQA initiative is to assist national registered provider to develop and deliver courses at level 3 and above. And delegate courses at level 1 and 2 to small PSET providers.

To achieve this VQA initiative, we are seeking to hire a consultant who will assist VQA to assist provider to develop quality courses for accreditation at level 3 and above.

2. Scope of the Assignment and specific tasks

The consultant will assist registered providers in developing 15 courses identified in the NHRDP. The consultant will have the following tasks:

1. Identified Registered providers who are eligible to deliver higher level (level 3 and above) courses and facilitate MoA's to be signed between VQA and eligible provider.
2. Liaise with national registered providers to develop courses' development plan according to the Course Development Handbook.
3. Ensure implementation of the courses' development plan is achieved
4. Work in collaboration with the Competency Standards Development Officers to ensure units of competency are developed with Industries inputs.

3. Duration and Key Milestones

The duration of the consultancy will be for one year and will commence upon signing of a contract with the successful consultant.

The Key Milestones are:

- Develop a work plan and submit to VQA within 10 days of signing the contract.
- Identify eligible Registered providers and facilitate MoA between VQA and eligible provider.
- Develop in consultation with eligible registered provider the courses' development plan
- Ensure all courses are developed according to course development handbook
- Provide progress report and a final report VQA management

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 100%
Up on signing of the contract	20%
Submission of the 15 courses for accreditation	40%
Board approval of 15 courses	40%

6. Attachment(s) to TOR

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

- National Sustainable Development Plan 2030
- Post School Education and Training Policy (PSET) 2016 – 2020
- National Human Resources Development Plan 2030 (NHRDP 2030).
- Course Development Handbook
- NHRD priority occupations and related courses