

REPUBLIC OF VANUATU

Vanuatu Qualifications
Authority
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L'Autorité de Qualifications de
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Terms of Reference Consultant

**Identify regional and international standards for
employment and further studies for Ni-Vanuatu**

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 sector and also provides direction for performance - based funding for the PSET sub-sector that enables growth and development, and ensures accountability.

These broad directions are further operationalized in the NHRDP's Implementation Plan 2020 – 2025 as a strategy to establish a funding model that reflects the strategic needs of PSET. It is also the most important task stated under the VQA's responsibility.

Thus, to carry out VQA services for more efficient and effective investment in PSET sector and higher education in Vanuatu, VQA will hire a consultant to undertake research to identify regional and international standards for employment and further studies for Ni-Vanuatu.

2. Scope of the Assignment and specific tasks

Under the coordination of the Vanuatu Qualifications Authority and with the support of VQA National Qualification Officer and staff, the Research Consultant is responsible to:

- conduct research and studies on similar documents
- Analyze and organizing gathered information
- Develop the first research draft report
- conduct wider consultation on the draft document
- Finalize and submit the document

3. Duration and Key Milestones

The duration will be for 10 months and will commence upon signing of the contract, and will be based in the VQA Office in Port Vila, Vanuatu.

The Key Milestones are:

- Develop a work plan submitted to VQA within 10 days of signing the contract. This work plan will include proposed timetable and identify additional information requirements
- Conduct research and develop first draft
- Meet with the VQA Management to report on progress by 30th of September 2022.
- Submit a draft report to VQA Management by 31st of January 2023.
- Finalize the report and submit to VQA CEO by 31st of March 2023.

4. Reporting and Accountability

The consultant is responsible to directly 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%
After submission of the 1 st draft report	40%
After submission of the final report	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).