

REPUBLIC OF VANUATU

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# Terms of Reference – Consultant

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## *Development of the National Language of Instruction Policy for PSET Sector*

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### 1. Background

The Vanuatu Qualifications Authority (VQA) is the national regulator of the Post-School Education and Training (PSET) sector in Vanuatu which regulates PSET providers and courses to ensure that nationally approved quality standards are met and that qualifications obtained are nationally and internationally recognized. According to VQA Act of 2014, VQA is mandated to provide policy advice to the Government and the PSET sector on the activities, resources and overall performance of the sector in relation to national strategic goals for economic, social and cultural development.

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].

While VQA is able to set Minimum Human Resource Requirements on Section 18 of the Handbook for the Development of Courses where trainers teaching and assessing are required to meet in order to deliver courses at different levels, language of instruction has become an area of concern for teaching and learning processes in the PSET Sector.

Article 3(1) of the Constitution of the Republic of Vanuatu states that “the principal languages of education are English and French”. The Education Act of 2001 states that, “1. In according with Article 3(1) of the Constitution, the principal languages

*of education are English and French; 2. All students during their primary languages of education are to be taught in either French or English.* In 2012, the Vanuatu National Language Policy was developed to support development of bilingual education, and provide overall authority and guidance for teaching and learning of all languages at the classroom, school and system level.

The 2019 -2021 External Review Reports produce by VQA for PSET Providers whose registration elapse identified an urgent need for a national language policy for PSET sector.

The need for a national language of instruction policy for PSET Sector will target the PSET trainers and learners to ensure approved languages identified by this policy is use for delivery, assessment and communication for learners' education development  
Through this language of instruction policy, VQA will ensure Providers comply by improving their Quality Management System (QMS).

## **2. Objectives of the assignment**

The objective of this assignment is to hire a consultant to develop a National Language of Instruction Policy for PSET Sector.

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

#### **Scope of the Assignment**

The Consultant will deliver the following;

1. Conduct literature review on similar policies or documents;
2. Analyse information collected from the research;
3. Align the policy with relevant policies and documents;
4. Conduct policy consultation with relevant stakeholders;
5. Finalize and present finalized policy to VQA.

#### **Specific tasks**

- Undertake both internal and external research then analyse information to develop the National Language of Instruction Policy for PSET Sector in Vanuatu.
- Develop the National Language of Instruction Policy for PSET Sector
- Consult with similar national and regional documents to ensure this policy is align with international agendas and standards.

- Consult the draft policy with PSET Providers conducted by VQA then consultant will finalise the document
- Finalise the document for approval

#### **4. Duration and Milestones**

The duration of the Consultancy will be for 6 months and will commence upon signing of the contract with the successful consultant.

#### **Key milestones**

The consultant ensures to:

1. Develop a work plan and submit to VQA within 10 days of signing the contract.
2. Provide report on the progress of the policy development to VQA Management by 17<sup>th</sup> of June 2022.
3. Develop the first draft of the policy and submit to VQA staff for comment. Within 14 days of receipt of the draft policy, VQA will provide comments to the consultant by 11<sup>th</sup> of July 2022.
4. Complete the first draft of the National language of instruction policy for PSET sector within 3 days of receipt of VQA comment by 14<sup>th</sup> July 2022.
5. Provide report on policy consultation with PSET Provider to VQA Management on the 31<sup>st</sup> of August 2022.
6. Develop final version of National language of instruction policy and submit to VQA management by 28<sup>th</sup> September 2022.

## Payment Schedule

Payment shall be made as per payments schedule below:

Deliverables	Payment	Timeline
Upon signing of the contract	20%	11 <sup>th</sup> of July 2022
Submission of first draft to VQA	20 %	16 <sup>th</sup> of August 2022
Submission of final policy and upon satisfaction by VQA	60%	28 <sup>th</sup> of September

## The Consultant Qualifications and Professional Expertise

The consultant should have:

- a) Extensive experience in policy development
- b) At least 5 years' experience in developing policies in public sector but preferably in the education sector.
- c) Highly developed conceptual and analytical skills
- d) Fluency in written and spoken English or French
- e) A relevant communication and interpretation skills;

## 6. Reporting and Accountability

The reporting process is through the Assistant CEO QACD who is coordinating this assignment at VQA. The Assistant CEO will report to the CEO on the progress of the project. The proposed time frame for this assignment is 6 months. This assignment will commence on the 28/03/2022 and to conclude on the 28/10/2022.

## 7. Attachments to TOR.

1. Constitution of the Republic of Vanuatu
2. Vanuatu National Language Policy
3. Education Act\_No.9 of 2014