

REPUBLIC OF VANUATU

Vanuatu Qualifications
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Terms of Reference - Consultant

Terms of Reference for Developing Standards for PSET Managers and Trainers /Lecturers

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, resourcing, and overall performance of the sector in relation to national strategic goals for economic, social and cultural development.

According to Vanuatu Professional Standards for School Principals (2016), professional standards place great importance on the educational leadership responsibilities for school principals to provide a common vision of effective leadership. The professional standards are based on four pillars such as Leadership, Management, Teaching and Learning, Community and partnership. The professional standards for Trainers fall into four main areas such as professional knowledge, professional practice, Industry engagement and professional Values and Attributes. These are also important aspect for Managers and Trainers in the PSET sector.

Over the years the responsibilities and expectations of PSET Managers and Trainers have expanded and become increasingly complex therefore, PSET Providers Managers and Trainers need to obtain refined knowledge and develop the skills that researchers have identified necessary for effective practice.

The External Review reports contacted in 2020 and 2021 shows that standards for Trainers and Managers is one of the major concerns that requires consideration for continuous improvement to effectively implement Standards 1-Standard 11 of the VQAF Standards.

As such VQA decided to develop the standards purposely to clearly define roles and responsibilities for both managers and trainers which should be align with the VQAF standards. The standards will serve as a foundation of developing a clear leadership and management channel for managers as well as provide clear vision of knowledge, performances and characters required to support improve learning and course delivery in PSET Sector.

The standards for trainers on the other hand will improve the capacity of training providers to deliver high level, industry led quality training. In support of these standards, VQA has established the Minimum Human Resource Requirements as well as the VQAF standards that should be incorporated when developing these standards.

Therefore, a way forward to address challenge faced by PSET providers and at the same time improve the quality of education in Vanuatu in the PSET sector is to establish the minimum standards for managers and trainers.

2. Objectives of the assignment

The objective of this assessment is to hire a consultant to conduct research and develop standards for managers and trainers, and provide capacity building on the standards to managers and trainers.

3. Scope of the Assignment and specific tasks

3.1 Scope of assignment

The consultant will involve to:

- a) Conduct a survey with stakeholders to find what the standards will be used for.
- b) Develop standards for PSET Managers

- c) Develop standards for PSET Trainers
- d) Conduct managers and trainers capacity building on PSET Managers and Trainers Standards.

3.2 Tasks

(a) Conduct survey with stakeholders

- Develop survey questionnaires
- Conduct survey
- Analyse information and provider report

(b) Development of standards for PSET Managers

- Develop first draft of Managers standards and conduct consultation with VQA CEO and staff,
- Edit the draft of Managers standards based on comments received,
- Organize and conduct wider consultation with stakeholders
- Finalize and present to VQA to present to VQA Board for approval.

(c) Development of standards for PSET Trainers/lectures

- Develop first draft of Trainers/Lectures standards and conduct consultation with VQA CEO and staff,
- Edit the draft of Trainers/Lectures standards based on comments received,
- Organize and conduct wider consultation with stakeholders,
- Finalize and present to VQA to present to VQA Board for approval.

(d) Conduct managers and trainers/lectures capacity building on PSET Managers

- Develop a plan and submit to VQA
- Conduct the capacity building with managers and trainers/lectures on the approved PSET Managers and Trainers/Lectures standards

4. Key Milestones and Durations

Duration

The duration of the consultancy will be for 9 months and will commence upon signing of a contract with VQA, and will be based in the VQA office in Port Vila, Vanuatu.

Key Milestones

1. Develop a work plan and submit to VQA within 5 days of signing the contract.
2. Conduct survey and provide outcome report by 17th of June 2022.
3. Provide report on the progress of the development of the documents to VQA Management by 18th of July 2022.
4. Develop the first draft of the document and submit to VQA staff for comment. Within 14 days of receipt of the draft document, VQA will provide comments to the consultant by 1st of August 2022.
5. Complete the first draft of the standards for Managers and Trainers/Lectures for PSET sector within 3 days of receipt of VQA comment by 5th August 2022.
6. Finalize the document after consultation with PSET Provider and report to VQA Management on the 31st of August 2022.
7. The consultant will conduct a capacity building workshop for both Managers and Trainers/Lectures on 10th -13th October 2022 and submit final report before 31st October 2022.

The Consultant Qualifications and Professional Expertise

The consultant should have:

- a) Extensive experience in research and policy development
- b) At least 5 years' experience in research, and in PSET Sector and understands the level of performance for managers and trainers/lecturers.
- c) Analytical skills
- d) Fluent in written and spoken English or French
- e) Strong interpersonal skills

5. Reporting and Accountability

The consultant will report to the Chief Executive Officer of VQA for performance of duties through the Assistant CEO.

The consultant will work daily with the Assistant Chief Executive of VQA.

6. Payment Schedule

The Vanuatu Qualifications Authority shall effect payments based on the following breakdown, upon achievement of the corresponding deliverables:

Consultant

Deliverables	Payment	Timeline
Upon signing of the contract	10%	
Complete survey outcome report	10%	17 th June 2022
Complete first draft of PSET managers and trainers/lectures standards and successfully present to VQA	20%	1 st of August 2022
Finalize and present final document of PSET Managers and trainers/lectures standards to VQA	30%	31 st of August 2022
Conduct capacity building for PSET managers and trainers/lectures	30%	13 th October

7. Attachment(s) to TOR

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

1. Vanuatu Quality Assurance Framework Standards
2. Vanuatu Professional Standards for School Principals
3. Vanuatu Bureau of Standards Act
4. Samoan Professional Standards for TVET Trainers
5. Outcome of survey conducted with stakeholders
6. Vanuatu PSET Policy