



## **TERMS OF REFERENCE - CONSULTANCY**

### **REVIEW AND DEVELOPMENT OF THE SAMOA QUALIFICATIONS AUTHORITY (SQA) MANAGEMENT INFORMATION SYSTEMS**

#### **1. Background**

The Samoa Qualifications Authority (SQA) is the principal Government Agency mandated under its 2010 Act to provide policy advice; regulate; coordinate and quality assure Post School Education and Training (PSET) sub-sector in Samoa. SQA's long-term strategy is guided by the PSET Strategic Plan 2008-2016 and the Education Sector Plan (ESP) 2013-2018; and the medium term is guided by its Corporate Plan 2015 – 2017.

In 2007/2008 an education information management system was developed with the assistance from the SQA Strengthening Project. This system known as EduNet is an information management system that supports the mandated functions of the SQA as well as the exchange of information between PSET providers, SQA and the general public. EduNet enables:

- PSET providers to better manage student records.
- PSET providers, using a standard electronic format to provide data that is critical to PSET sector coordination. This includes data on programmes and components offered and detailed data on learner achievements.
- The SQA to effectively manage the following: provider registration; programme accreditation; provider quality audit; provider and national qualifications on the Samoa Qualifications Framework; and sectoral planning and performance monitoring.
- Individuals and organisations to access information on PSET in Samoa via the SQA website.

The EduNet was reviewed in September 2012 and a Review Report was produced with recommendations. Due to unforeseen circumstances, the implementation of the review report recommendations was not completed.

To assess the current performance of the existing SQA MIS and assess how well it is meeting the evolving needs of SQA and PSET sub-sector, the service of a consultant is needed to conduct another review and implement approved recommendations to strengthen and enhance the current MIS and to take into consideration the review's recommendation carried out in 2012.

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

The objectives of this consultancy is to conduct a comprehensive review of the EduNet and to complete all the work required for the enhancement of the EduNet System considering the Review Report produced in September 2012. It is envisaged that the EduNet System will provide all the information and reports about Provider performance that are relevant for decision making. Various components of the EduNet are the PBooks, Provider's Year Book and the NEXUS.

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The EduNet system will support the SQA mandated functions, support comprehensive and integrated planning for the PSET sub-sector, support the implementation, monitoring and evaluation of the PSET sub-sector activities in the Strategy for the Development of Samoa 2012-2016, PSET Strategic Plan 2008-2016, Education Sector Plan 2015-2018, and enable the annual collection of data and information from all PSET providers to support policy advice to government.

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

#### **INPUT 1 - REVIEW**

- 3.1 Discuss and finalise work plan and due dates for milestones
- 3.2 Conduct a comprehensive review of the current EduNet system considering the September 2012 review and any latest IT developments happening in Samoa and overseas that are relevant to Samoa and PSET surroundings
- 3.3 Produce a review report with recommendations to improve the EduNet system including specifications of information/data needed from stakeholders and submit to SQA for consideration.
- 3.4 Conduct an end of input meeting with the SQA Executive Management Team and produce end of input report using the SQA Format, to the CEO against the performance of duties under the Terms of Reference.

#### **INPUT 2-DEVELOPMENT, MODIFICATION AND TRAINING**

- 3.5 Develop and implement systems approved in the Review Report.
- 3.6 Provide Training on the overall EduNet System components
  - Prepare a training programme/manual for the SQA information system operators for the various systems and procedures as appropriate;
  - Implement the NEXUS training programme for counterpart staff and assess its effectiveness;
  - Conduct training for the IT Unit on future system modifications.
  - Recommend options for further training/methods for sustainability of the EduNet System.
- 3.7 Build local capacity through training of the SQA IT Unit and sharing expertise and skills transfer throughout the performance of above duties
- 3.8 Conduct an exit meeting with the SQA Executive Management Team and produce end of Activity report using the SQA Format, to the CEO against the performance of duties under the Terms of Reference;

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

It is expected that the consultancy will have two (2) inputs with **5 days** for the first input and **40 days** for the second input. The overall consultancy will be for **45 days** and will commence upon signing of a contract with the successful consultant. The consultant will be based in the SQA Office, Second Floor, TATTE Building Sogi, Samoa.

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**Key milestones:**

<b>Milestone</b>	<b>End Dates</b>	<b>Input Dates</b>
4.1 Discuss and finalise work plan and due dates for milestones.	31 <sup>st</sup> August 2015	<u>Input 1</u> 31 <sup>st</sup> Aug-4 <sup>th</sup>
4.2 Produce review report with recommendations including information/data specifications from stakeholders and conduct an end of input meeting with the SQA Executive Management Team and produce end of input report using the SQA Format, to the CEO against the performance of duties under the Terms of Reference	4 <sup>th</sup> September 2015	Sept 2015 (5 days)
4.3 Develop and implement system approved in the review report.	16 <sup>th</sup> October 2015	<u>Input 2</u> 21 <sup>th</sup> Sept 2015
4.4 Training conducted with SQA staff on the new EduNet system and to ensure transfer of skills and knowledge to the IT Unit for sustainability and produce report.	23 <sup>th</sup> October 2015	to 30 <sup>th</sup> October 2015 (40 days)
4.5 EduNet system modules user manuals finalised.	28 <sup>th</sup> October 2015	
4.6 Conduct an exit meeting with the SQA Executive Management Team and produce end of Activity report using the SQA Format, to the CEO against the performance of duties under the full Terms of Reference	30 <sup>th</sup> October 2015	

**5. Consultant Qualifications and Professional Expertise**

Specific professional requirements of the Consultant for the assignment include the following qualifications, experience and skills:

1. Minimum qualification of a Bachelor's Degree in Computer Science, Information Technology, or relevant field or an advanced education qualification in this field
  2. At least 5 years of work experience in this area
  3. Expert knowledge and skill in the development of management information systems either in Samoa or overseas or both
  4. Expertise in Dotnet (.NET) application development, remoting and Enterprise services is essential
  5. Knowledge of Microsoft Visual Studio and SQL Server Express Edition.
  6. Knowledge of or experience of related systems in Samoa
  7. Work experience in a small island state
  8. Understanding of Education systems and Post School Education and Training
  9. Capacity for meticulous attention to detail and documentation
  10. Good communication skills
  11. Ability to work in partnership with and train staff in the operation of the information systems to ensure sustainability
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## **6. Reporting and Accountability**

The Consultant is to report against the whole TOR in the format approved by the SQA. The Consultant is responsible to the Chief Executive Officer of the SQA for performance of duties. The Consultant will work daily with the Assistant CEO, Corporate Services Division and IT Unit personnel in the implementation of the agreed work plan to achieve the Milestones. Reporting on progress and final completion of responsibilities is to the CEO, SQA and ultimately to the TVET Programme Implementation Committee through the ACEO CSD.

## **7. Relevant materials & further information**

An information package of relevant documents and further information can be obtained from the SQA through the ACEO RPPD/TVET Programme Manager upon request via email [eastermanila.silipa@sqa.gov.ws](mailto:eastermanila.silipa@sqa.gov.ws) or telephone 20976.

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