



Terms of Reference – Consultancy

Development of SQF Levels I-IV National Competency Standards and Samoa Qualifications for CONSTRUCTION ENGINEERING

1. Background

The Samoa Qualifications Authority (SQA) is the principal organisation mandated to provide policy advice; coordinate and quality assure Post School Education and Training (PSET) in Samoa. Its long-term strategy is guided by the PSET Strategic Plan 2008-2016 and its Corporate Plan 2015 – 2018 guides its work over the medium-term.

The TVET Support Programme aims to improve the employability of Samoan women and women through enhancing the Relevance, Quality, Access to and Sustainability of TVET in Samoa.

One of the activities to improve the Relevance of TVET is the development of National Competency Standards and Samoa Qualifications in areas of skills demand. A 2014 Needs Analysis Report identified Construction Engineering to be one of the skills in demand in Samoa; this was therefore made a priority for the development of National Competency Standards and Samoa Qualifications.

2. Objective of the assignment

The objective of this activity is to strengthen the economic relevance of Technical and Vocational Education and Training (TVET) in Samoa through development of National Competency Standards and Samoa Qualifications that are informed by and endorsed by industry stakeholders.

The specific purpose of this consultancy is to develop internationally comparable and stakeholder-validated Samoa NCSs and Samoa Qualifications for Construction Engineering.

3. Scope of the assignment and specific tasks

3.1 The consultant will be responsible for producing National Competency Standards and Samoa Qualifications for Construction Engineering that meet the following requirements

- a) Have been internationally benchmarked
- b) Meet the need for skills development in Samoa
- c) Meet the requirements for registration on the Samoa Qualifications Framework
- d) Are at SQF Levels I-IV or above if appropriate to the need in Samoa
- e) Shows a clear learning pathway, and a corresponding career options pathway

3.2 In doing so, the consultant must be guided by the SQA Needs Analysis Report as well as feedback from the Trades Sector Advisory Group and stakeholders including industry and training providers.

3.3 Any vetting feedback from SQA must be addressed in a revised draft that will be circulated to stakeholders prior to validation consultations.

3.4 The consultant must meet with stakeholders for validation consultations to validate and obtain feedback on the draft documents.

- 3.5 The consultant must produce Final Drafts of the NCS and SQs that address any feedback obtained from stakeholders during the validation consultation process, and report on how this feedback is addressed in a Validation Report.
- 3.6 The final documents must be in publication ready format, i.e. coded using the NCS Coding Guideline, and uses the SQA templates, with supplementary information such as Sector and Occupational Information.
- 3.7 The consultant is expected to share expertise and knowledge with Qualifications Services staff throughout the activity, to enhance their capacity in development and application of NCS and SQs.

4. Duration and Key Milestones

It is expected that the consultancy will have two (2) inputs with **17 days** for the first input and another **8 days** for the second input. The other **5 days** will be from home base. The overall consultancy will be for **30 days** and will commence upon signing of a contract with the successful consultant, and will be based in the SQA Office in Apia, Samoa.

INPUT 1

Milestone	Due Date
1. Discuss and finalise work plan and due dates for milestones	31 August 2015
2. Produce Draft National Competency Standards that meet the technical drafting Guidelines for NCSs and Produce Draft Samoa Qualifications that meet criteria for registration of qualifications on the Samoa Qualifications Framework. In addition, produce a report of meeting with stakeholders in the Construction Industry that inform the development of Draft NCSs and SQs	16 eptember 2015
3. Conduct End of Input meeting with the SQA Management and produce End of Activity report using the SQA Format, to the CEO against the performance of duties under the Terms of Reference	16 September 2015

INPUT 2

4 Address vetting feedback in revised Drafts of the NCSs and SQs with summary of how vetting feedback is addressed	02 October 2015
5 Conduct stakeholders validation consultations to validate and obtain feedback on the draft NCSs and SQs	15 October 2015
6 Submit Final Drafts of the Samoa Qualifications and NCS for Construction Engineering including a Validation Report that shows how the stakeholder feedback has been addressed	20 October 2015
7. 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	20 October 2015

5. Consultant Qualifications and Professional Expertise

- 5.1 Appropriate advanced educational and/or professional qualifications.
- 5.2 Recent experience delivering accredited training within the Construction Industry
- 5.3 Recent experience in development and review of National Competency Standards and National Qualifications or similar
- 5.4 Proven ability to adapt to different environments and work within a developing country context

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, Qualifications Services and Qualifications Services Officers in the implementation of the agreed work plan to achieve the above 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 Qualifications Services.

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 or telephone 20976.