



## Terms of Reference – Consultancy

### Development of National Competency Standards and Samoa Qualifications for Information and Communications and Technology

---

#### 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 2016-2020 and its Corporate Plan 2021-2024 guides its work over the medium-term.

The SQA is seeking a Consultant to develop Samoa Qualifications (SQs) based on stakeholder-endorsed National Competency Standards (NCSs) for the Information and Communications Technology (ICT) Sector.

#### 2. Objectives of the assignment

The aim of this activity is to strengthen the economic relevance of PSET in Samoa and strengthen the capacity of PSET providers to offer ICT training programmes based on NCSs and SQs that are informed and endorsed by industry stakeholders.

The specific purpose of this consultancy is to develop internationally comparable and stakeholder-validated SQs and NCSs for the ICT sector.

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

- 3.1 Discuss and finalise work plan and dates for completion of expected milestones.
- 3.2 The Consultant must produce Draft NCSs ranging from Level I to Level IV on the Samoa Qualifications Framework (SQF) for ICT based on the Needs Analysis Report as well as feedback from the ICT Sector Advisory Group and stakeholders.
- 3.3 The Consultant must produce 4 Draft Certificates mapped to Level I-IV on the SQF that are appropriate for use in Samoa. In doing so, the Consultant must make sure there is sufficient evidence to confirm that these Draft SQs will be appropriate for use and delivery in PSET in Samoa, meet requirements for qualification registration on the SQF.
- 3.4 The Consultant must produce Final NCSs 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.
- 3.5 The Consultant must also address any further comments from the Registration Panel to finalise and register the NCSs and the SQs.
- 3.6 The Consultant is to share expertise and knowledge with Qualifications staff throughout the consultancy, to enhance staff capacity in the development and application of NCSs and SQs.

#### 4. Duration and Milestones

It is expected that the consultancy will be for **40 working days scheduled over 3 Inputs**, and will commence on **14<sup>th</sup> December 2020** upon signing of a contract with the successful consultant.

#### Key milestones are:

##### **Input 1: 08 February 2021 – 19 March 2021**

- 4.1 Finalise Work Plan and target milestone dates in consultation with SQA by **08 February 2020**
- 4.2 Produce Validation Draft of National Competency Standards Levels I-IV for priority subfields that are informed by the SQA Needs Analysis Report, stakeholder consultation, and research

into similar international standards. The Draft NCSs must meet SQA's Technical Guidelines for Drafting NCSs, and be submitted by **12 March 2021**

4.3 Produce Draft of Samoa Qualifications Levels I - IV based on NCSs for the ICT sector that are appropriate for PSET in Samoa. There must be sufficient evidence that the Draft SQs produced will meet criteria for registration of qualifications on the Samoa Qualifications Framework, and be submitted by **19 March 2021**

4.4 Submit End of Input 1 Report to EMT by **19 March 2021**

***Input 2: 10 May – 14 May 2021***

4.5 Submit Endorsement Draft of Samoa Qualifications and NCSs that sufficiently address stakeholder feedback from the validation consultations with the ICT Sector and Advisory Group. A Validation Report of how the feedback is addressed must accompany this submission by 14 May 2021

4.6 Submit End of Input 1 Report to EMT by **14 May 2021**

***Input 3: 21 – 25 June 2021***

4.7 Address Recommendations and Requirements from the Registration Panel's Report on Registration **25 June 2021**

4.8 Submit Final Samoa Qualifications and NCSs that sufficiently address the requirements and recommendations from the registration panel. A Response Report detailing how the feedback from the Registration Panel is addressed must accompany this submission by **25 June 2021**

4.9 Conduct Exit Meeting with EMT and present End of Consultancy Final Report by **25 June 2021**

**5. Consultant Qualifications and Professional Expertise**

5.1 Appropriate advanced educational and/or professional qualifications.

5.2 At least 5 years recent experience delivering training within the ICT Sector or any other relevant field

5.3 At least 5 years recent professional experience in development and review of National Competency Standards (or National Qualification Standards) or similar, in both developed and developing countries.

5.4 Experience with provision of training/other support to education and training providers in programme and curriculum development.

5.5 Proven ability to develop good working relationships with groups and individuals from varied backgrounds.

**6. Reporting and Accountability**

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 and Qualifications personnel 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 and SQA.

**7. Attachment(s) to TOR**

An information package on relevant documents is attached to the TOR and additional information can be obtained from Assistant CEO Qualifications upon request.