SAMOA QUALIFICATIONS AUTHORITY

ADVERTISEMENT FOR CONSULTANTS
FOR THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
(TVET) SUPPORT PROGRAMME UNDER THE SAMOA-AUSTRALIA
PARTNERSHIP FOR DEVELOPMENT

The Samoa Qualifications Authority is coordinating and implementing a TVET support programme under the Samoa-Australia Partnership for Development. The programme aims to "increase the number of skilled Samoans available to fill priority workforce needs".

The services of consultants are required for the following Key Result Areas, scheduled to begin late August 2015.

KRA 1: Economic Relevance
- Development of an Electronic Labour Market Information System (LMIS)
  (August to October 2015)

- Development of Samoa Qualifications Framework (SQF) Levels I-IV National Competency Standards (NCSs) and Samoa Qualifications (SQs) for Construction Engineering
  (August to October 2015)

KRA 2: Quality
- Review and Development of the SQA Management Information System
  (August to October 2015)

Full Terms of Reference (TOR), key selection criteria and a background information pack are available from the Samoa Qualifications Authority Office: Tui Atua Tupua Tamasese Efi (TATTE) Building,
  Level II, Sogi - Apia
  P.O. Box L851 Apia, Samoa
  Email: sqa@sqa.gov.ws
  Phone: 685 20 976
  Fax: 685 26 314

Further information and details of the consultancy positions can be obtained from the TVET Programme Manager:
  Lealiifano Easter Manila-Silipa
  ACEO Research, Policy & Planning
  Telephone: 20976
  Email: eastermanila.silipa@sqa.gov.ws

Applications close on <u>MONDAY, 03 AUGUST 2015 @ 4pm</u> at the office of the Samoa Qualifications Authority.

All applications must include Curriculum Vitae, contact information for two referees and an outline of the methodology proposed for carrying out the project and completing the Terms of Reference. NOTE: consultants must have a valid Samoan Business License to operate in Samoa.

Ministry of Commerce, Industry and Labour

Matagaluega o Pisinisi, Alamanuia ma Leipa

"to support Government's vision to lead and excel in the provision of quality service to foster economic growth for all"

TERMS OF REFERENCE – CONSULTANCY

DEVELOPMENT
OF AN ELECTRONIC LABOUR MARKET INFORMATION SYSTEM

1. Background

The Ministry of Commerce, Industry and Labour *('MCIL')* under its planned activities for Financial Year (FY 2015/2016) highlights one of the key interventions towards improvement of policy decision making, is the need for reliable and updated sector statistics for planning and Monitoring & Evaluation purposes. The FY 15/16 plan proposes amongst other things the need for a computerized Labour Market Information System *('LMIS')* for the effective and efficient distribution and networking of labour market information *('LMI')* to the stakeholders and the public on a timely basis.

The availability of financial assistance under the Technical, Vocational Education and Training (TVET) Support Programme funded by the Government of Australia which is coordinated and implemented by the Samoa Qualifications Authority will enable the development of a LMIS.

2. Objectives of the Assignment

Under the overall guidance of the Chief Executive Officer of MCIL and supervision of the Assistant Chief Executive Officer *('ACEO')* of the Apprenticeship, Employment and Labour Market *('AELM')* division of MCIL, as well as in close cooperation with the Principal Information Technology Officer (PITO) of MCIL, the consultant will in response to the specification provided by MCIL to:

2.1 Take advantage of commercially available software such as Survey Monkey or equivalent to design and develop a web based LMI system;

2.2 Prepare the technical design and upload to the MCIL website an on-line data collection mechanism for surveys such as the Labour Market Survey and other survey requirements that MCIL may have from time to time;

2.3 Undertake the analytical design to ensure that all requisite data is available for report reproduction in both written and on-line formats;

2.4 Enable all data to be exported to other analytical software such as Microsoft Excel;

2.5 Recommend the hardware and software requirements for hosting and managing the LMIS; and

2.6 Provide on-the-job training for the AELM division and PITO to effectively manage, maintain and expand the LMIS as required.

3. System Specification

The LMIS will comprise 6 discrete elements:

3.1 **Labour Market Survey** – MCIL undertakes a Labour Market Survey triennially and publishes the results both in printed form and as a PDF on the MCIL website. A copy of the most recent survey instrument is attached as part of the information package.

The new web based LMIS will enable the survey instrument to be developed using proprietary software such as Survey Monkey or Google Forms or equivalent and available on line for completion by respondents. Alternatively MCIL staff will be able to enter the labour market survey data for any surveys completed in hard copy form.

The choice of software will be determined by the following requirements:
a. The system will also enable hard copy of the survey to be printed for distribution and manual completion by respondents that do not have access to the internet.
b. For reporting purposes, survey results will need to be dis-aggregated by the range of variables included in the survey instrument including gender, age group, level of education, type of PSET provider attended, occupational type based on International Standard Classification of Occupations (ISCO) codes, industry sector, location, salary and wage level and nature of disability (if any).
c. In addition to the analytical and reporting tools incorporated into the selected proprietary software, survey results will need to be exportable to other analytical software such as Microsoft Excel.

3.2 **Periodic Survey of Employment** – every 6 months MCIL undertakes a short employment survey to be completed by employers. This survey should be available in the LMIS with the same on-line, off-line, analysis, exportability and reporting characteristics as the Labour Market Survey described in Point 1 above.

3.3 **Other surveys** – using the same approach as for the Labour Market Survey and the Periodic Survey of Employment, the LMIS will enable MCIL personnel to develop, administer, analyse and report other surveys as needed.

3.4 **Employment Service** – the LMIS will enable employers to post job opportunities on-line using a survey instrument developed specifically for the purpose. Alternatively MCIL staff will be able to enter the job opportunity data for those registrations provided by employers in hard copy form. Other than any confidential information, these postings should be available for viewing on line and for printing for display and hard copy distribution purposes for job seekers. The system should also enable the employer to note when the vacancy is filled and to remove the posting.

3.5 **Job-seeker Service** – the LMIS will enable job seekers to register on-line using a survey instrument developed specifically for the purpose. Alternatively MCIL staff will be able to enter the registration data for those registrations provided by job seekers in hard copy form. These registrations should be available for reporting to MCIL staff to enable the

selection of participants for bi-annual job seeker awareness programs and job seeker training programs. The job seeker registration process should enable internal MCIL to record participation outcomes including completion, certificate awards and employment outcomes within 2 months of completing the job seeking training.

3.6 **Accessibility** - All pertinent labour market information including the proposed National Employment Policy should be accessible on line by key public sector and private sector stakeholders and the general public.

4. Scope of the Assignments and Specific Tasks

Under the general supervision of the ACEO AELM, MCIL and the technical guidance of MCIL's IT unit, the consultant will:

INPUT 1 - REVIEW

4.1 Discuss and finalise work plan and due dates for milestones

4.2 Conduct a thorough review of available proprietary web-based survey software and recommend the most appropriate option for MCIL bearing in mind the specific requirements above, the need for simplicity of development and implementation, the potential need for expansion of survey needs in the future, and the on-going licence costs.

4.3 Conduct an end of input meeting with MCIL Management and produce end of input report to the CEO against performance of duties under the Terms of Reference.

INPUT 2 – DEVELOPMENT, IMPLEMENTATION & TRAINING

4.4 Work in conjunction with the Ministry's IT unit and senior officers from the AELM team to acquire the appropriate licence and develop the required survey instruments while at the same time train MCIL relevant officers in the use of the software and the processes involved to develop survey instruments.

4.5 Mount the agreed web-based surveys on the MCIL website to ensure that all aspects of the system specification described above are met while at the same time train MCIL relevant officers in the processes involved to mount the surveys on the website.

4.6 Provide hands on advice/training for relevant staff members in the AELM division and IT Unit with respect to applying the survey software's capacity for analysis of data and the design and printing of desired reports.

4.7 Provide hands on advice/training for relevant staff members in the AELM division and IT Unit with respect to applying the survey software's capacity to export data into other analytical software such as Microsoft Excel.

4.8 Within the budget parameters provided by MCIL, develop the specifications for any additional IT hardware and software that might be required by MCIL to efficiently and effectively operate and maintain the LMIS system as described above.

4.9 Conduct an exit meeting with the MCIL Management and produce end of Activity report to the CEO against the performance of duties under the full Terms of Reference.

5. Duration and Milestones

It is expected that the consultancy will have two (2) inputs with **5 days** for the first input and another **35 days** for the second input. The overall consultancy will be for **40 days** and will commence upon signing of a contract with the successful consultant. The consultant will be based in the MCIL Office located at the ACC Building in Apia.

Key Milestones:

Milestone	End Dates	Input Dates
5.1 Discuss and finalise work plan and due dates for milestones.	31st August 2015	Input 1 31st Aug-4th Sept 2015 (5 days)
5.2 Produce review report with recommendations on the most appropriate software to meet MCIL's current and future LMIS data collection and reporting requirements and 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	4th September 2015	
5.3 Develop and implement the Labour Market and Information System using the approved software in the review report.	27th October 2015	Input 2 28th Sept 2015 to 2nd November 2015 (35 days)
5.4 Training conducted with MCIL relevant staff on the LMIS and to ensure transfer of skills and knowledge to the MCIL relevant staff for sustainability and produce report.	30th October 2015	
5.5 LMIS user manuals produced.	2nd November 2015	
5.4 Conduct an exit meeting with the MCIL Management and produce end of Activity report to the CEO against the performance of duties under the full Terms of Reference	2nd November 2015	

6. Consultant Qualification and professional expertise

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

6.1 Minimum qualification of a Bachelor's Degree in IT technologies, statistics or other relevant field or an advanced education qualification in this field

6.2 At least 5 years of professional experience in web based IT programme design and maintenance;

6.3 At least 5 years of work experience in web based information management;

6.4 At least 2 years' experience working with both the private and public sector in the development of similar programs and/or projects; and

6.5 Other trainings in the area of assignment will be an asset.

7   EXPECTED KEY OUTCOMES

Creating and having a LMIS in accordance with the specification in this TOR will assist the MCIL, to submit reliable information to policy makers, stakeholders, and users of labour market Information for decision making purposes. The Ministry will have effective and efficient data collection; electronic records keeping, analysis and reporting systems to meet its needs for reliable and updated sector statistics for planning and M&E purposes. The LMIS will enable better access to labour market information by national and international stakeholders, employers, the business community, researchers and the public.

8   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 MCIL for performance of duties. The Consultant will work daily with the ACEO, AELM and IT Unit of MCIL in the implementation of the agreed work plan to achieve the milestones. Reporting on progress and final completion of responsibilities is to the CEO, MCIL and ultimately to the TVET Programme Implementation Committee through the ACEO AELM.

9   CONFIDENTIALITY

The title rights, copyrights, and all other rights of whatsoever nature in any material produced under the terms of this Assignment shall be vested exclusively in the Government of Samoa, and the consultant's should seek the approval of the Government of Samoa for any publication in relation to the consultancy which he/she may wish to undertake.

10. 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.

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 formal 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.

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.

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.

Key milestones:

Milestone	End Dates	Input Dates
4.1 Discuss and finalise work plan and due dates for milestones.	31st August 2015	<u>Input 1</u> 31st Aug-4th Sept 2015 (5 days)
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	4th September 2015	
4.3 Develop and implement system approved in the review report.	16th October 2015	<u>Input 2</u> 21th Sept 2015 to 30th October 2015 (40 days)
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.	23rd October 2015	
4.5 EduNet system modules user manuals finalised.	28th 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	30th 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

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 or telephone 20976.