

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**MALDIVES QUALIFICATIONS AUTHORITY**  
**Ministry of Higher Education**  
**Male', Republic of Maldives**

Ref: (IUL)218/218/2023/15

**Terms of Reference (ToR) for the Recruitment of International Consultant to  
Conduct Institutional Audit in selected Higher Education Institutes**

## **1. Background**

In Maldives there are more than seventy Higher Education Institutes (HEIs) registered under Ministry of Higher Education (MOHE). Maldives Higher Education and Training Act (7/2021) published in Maldives government gazette on 16 May 2021, we Maldives Qualifications Authority (MQA) has to audit HEIs in every three years of period.

Institutional Audit is a periodic, external and independent assessment of the internal quality assurance in place at an HEIs. Internal quality assurance comprises both the quality of the culture and the internal quality assurance system of an HEIs. The audit is to verify that the HEIs internal quality assurance system, in interconnection with its quality culture, safeguards the realization of its individual vision of good and quality education.

Institutional Audit is designed on the basis of the mandate given to MQA by the President and the subsequent higher education quality assurance policy approved by MQA Advisory Board and follows the values that MQA stands for and abides by in all its work. In particular, these values are transparency, objectivity, neutrality and excellence. It is the part of the objectives of MQA to support the building of an effective national quality assurance system. Therefore, the process of institutional audits follows internationally accepted good practices in the area of quality assurance and provides for state-of-the-art adaptation of these practices in the context of the higher education system in the Republic of Maldives.

This Institutional Audit will be fund by MQA. The objective of this Institutional Audit is to strengthen the operation of HEIs by providing them with feedback on their current performance, the intention is also to strengthen the Higher Education sector in Maldives as a whole.

## **2. Objectives**

The main purpose of the Institutional Audit is to assess the current level of the institutional capacity of the Institute, which means; to identify the level of the development, its weaknesses and to recommend measures that should be taken to further development of the institutes. It is expected that the Institutional Audit recommendations will give the institute a clear picture of their strengths and weaknesses in order to develop their institute even more.

### 3. Scope of Services

The Institutional Audit will be carried out in accordance with International Standards for the professional practice in Institutional Audit mechanism “Guidelines for Institutional Audit” and “Manual for Institutional Audit” published by MQA. In conducting the Institutional Audit, special attention should be given to the following criterion(s) which is published in “Guidelines for Institutional Audit” under section 5 (Interpretation of criteria) which is as follows,

1. Criterion 1 – Mission achievement
2. Criterion 2 – Quality Assurance
3. Criterion 3 – Governance and Planning
4. Criterion 4 – Teaching and Learning
5. Criterion 5 – Staffing
6. Criterion 6 – Facilities and Resources
7. Criterion 7 – Research
8. Criterion 8 – Admission, Records & Support Services

### 4. Tasks and Responsibilities

The consultant will work with the relevant stakeholders while conducting Institutional Audit of the selected HEIs.

No.	Description	Duration
1.	- Work with the panelists of two main universities in external review process. - Evaluate the Self-Evaluation Report submitted by the HEIs	7 days
2.	- Take part in the Site-visit of the HEIs with the panel members and collect data for the review process. - Provide technical expertise to MQA on the Institutional Audit External process.	10 days
3.	- Compile the Audit Report	10 days
4.	- Conduct a Training Session for Audit Panel Members.	3 days

### 5. Reporting

Reporting: Reporting by the consultant shall be done as per details given hereunder:

- a) **Report to:** Consultant should directly report to the Chief Executive Officer (CEO) of MQA.
- b) **Draft Report:** Audit Panel should submit the draft Institutional Audit report to MQA.
- c) **Final Report:** After receiving comments from the HEI, Audit Panel should submit the final Institutional Audit report to MQA.

### 6. Profile of the consultant

Selected consultant must have the following qualifications and experience:

- A Doctoral Degree related to quality assurance.
- Minimum 5 years of experience in academic auditing.
- A very good knowledge of the Maldives Higher Education context.

- A strong professional background (7 years or more) in Higher Education Quality Assurance system.
- Communication, analyzing, synthesizing and report writing skills.
- English proficiency.

## 7. Duration of the consultancy and remuneration

The duration of the consultancy is expected to last for a period of 1 month beginning in June 2023 and remuneration are as below;

No.	Description	Fees	Bare by
1.	Consultation fee	3,000.00 USD	MQA
2.	Air ticket (Round trip) <i>(Note: MQA will reimburse the Air-ticket fee as per the Finance process)</i>		Consultant

*Annex will be provided with the agreement.*

## 8. Deadline for submission

Applications must include

- The candidate's CV
- A cover letter specifying how the applicant is qualified to conduct the proposed tasks
- Higher Education Certificates and Reference Letters (with duration and designation details)
- Passport (detail page)

Applicants must be submitted on or before May 18, 2023 by email to [info@mqa.gov.mv](mailto:info@mqa.gov.mv).