

## Call for Consultancy

### Individual consultant for revising the School Improvement, Quality Assurance and Accountability Framework

#### *Terms of Reference*

**Type of Contract:** Contract for Individual Consultant

**Duration:** 20<sup>th</sup> August – 20<sup>th</sup> October 2017 (2 Months)

**Location:** Off-site

**Closing Date:** 15<sup>th</sup> August 2017

#### **Background**

The development of a quality assurance framework, named as the School Improvement, Quality Assurance & Accountability Framework (SIQAAF or SIQAA Framework) has been one of the most important and innovative policy initiatives in the Maldivian school system with the focus on improving and ensuring school quality. The Child-friendly Baraabar School (CFBS) quality indicators was developed as an evaluative tool for addressing all key quality dimensions in the schools. It provides teachers, school leaders, parents and other school community members, as well as MoE with a practical tool for assessing the extent to which the various elements of “quality” are consistently and observably practiced and developing action plans for improvement, where appropriate.

The SIQAA framework supports the Ministry of Education, the Maldivian schools and their communities to identify and implement a shared vision for school improvement to create successful schools. All schools can use the SIQAA Framework to improve their performance by engaging the school community and their peers in a cycle of performance feedback that includes performance planning, self-evaluation, review, and performance reporting. More comprehensively, each element of the SIQAA Framework will be linked to provide a coherent and streamlined means for schools to:

1. Understand their performance (self-evaluation and review)
2. Identify their vision and purpose and set goals and targets for improvement (school improvement plan)
3. Put into operation their improvement plans and manage resources (annual implementation plan)
4. Report on their performance (annual report to the school community).

The SIQAA Framework is built on the relationships that exist within each school: those with the school board/PTA, school management, school staff and parents and the broader community in which the school is located. Shared responsibility, partnerships and transparency will be the key principles within the SIQAA Framework in supporting quality student outcomes.

School Principals and other leaders are central to this process, combining an understanding of their school’s unique context with expertise in change management and instructional practice to guide continuous improvement. Working in partnership with their school community, school leaders are the key drivers in promoting change and building the collaborative relationships and accountability necessary for improving student outcomes.

The SIQAA Framework was drafted in 2014. But since then major changes have occurred within departments of the Ministry of Education and schools that are responsible for implementing the framework. Further, the framework also needs to be aligned with the new policies coming up in the education sector and with the Sustainable Development Goals, in particular Goal 4 and its entailing targets. This requires a comprehensive review of the SIQAAF and revision as necessary.

### **Work Assignment**

The following work will be undertaken by the consultant:

**1) Review and revise the existing SIQAA Framework.**

Comprehensive review of the SIQAAF and revision as necessary, with the consultations of the stakeholders

**2) Develop an operational plan.**

Once the SIQAAF is revised an operational plan is needed to guide the implementation. This operationalization plan will detail out how QAD will go about supporting the schools implement the plan. This plan will be developed in collaboration with relevant stakeholders. For SIQAAF to be fully operational, QAD, the relevant departments under MOE and schools need to be adequately trained on undertaking the responsibilities given to them under the SIQAAF. Hence, the operational plan will include a comprehensive plan on building capacity to implement the SIQAAF at the central level as well as at the school level.

**3) Translate the framework (which is written in English) into Dhivehi.**

The consultant will translate the English draft of the SIQAAF into Dhivehi, as this will increase understanding of quality assurance and use by the whole school community, including parents.

The work shall be completed by **20<sup>th</sup> October 2017.**

### **Deliverables and Time Line**

	<b>Deliverables</b>	<b>Time frame</b>
1	Review and revise the existing SIQAA Framework	20 days
2	Develop an operational plan for revised SIQAAF	20 days
3	Orient QAD staff	05 days
4	Translate the revised framework (which is written in English) into Dhivehi	15 days
	Total	60 days

**Supervision and Working Agreement:**

- The Individual Consultant will work closely with the staff of Quality Assurance Department through regular communication by face to face meetings and emails.
- The payment would be made as a lump sum when all the deliverables are accepted by QAD

**Required Qualifications/Experience:**

- Master's Degree or higher in Education or a related field
- At least 5 years of experience in the education sector, preferably with experience of school management and experience at the education policy level
- Excellent analytical skills
- Excellent written and spoken English and Dhivehi
- Excellent interpersonal and communication skills, results-oriented, ability to meet tight deadlines and multi-task, good team spirit

**Time frame and Terms of Payment:**

- Time Frame: 2 months (Starting from 20<sup>th</sup> August 2017 till 20<sup>th</sup> October 2017).
- Terms of Payment: Full amount to be paid upon receiving formal acceptance of completion in writing from QAD within 30 days.

**Application:**

Interested individuals are invited to submit the application documents to the below address **on 15th August 2017 @ 13:00hrs.**

Director General

Quality Assurance Department

9<sup>th</sup> Floor, G.Edhuru Hiyaa

Falhumathee Magu, K.Male', Maldives.