

## *Terms of Reference*

*for*

Individual consultant to develop an analytical report on the key findings of School Reviews

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

**Duration:** 1<sup>st</sup> October -1 December 2017 (2 Months)

**Location:** Off-site

**Closing Date:** 18<sup>th</sup> September 2017, 13:45

### **Background**

A major initiative for strengthening and assuring the quality of the education system is being conducted by the Quality Assurance Department (QAD). The main role of QAD is to monitor the quality of education and ensure that a higher standard of education system is developed and maintained across the Maldives.

Quality Assurance Department is required to evaluate and monitor schools in Maldives to ensure that they are equipped with competent staff, sufficient resources and have financial stability with a conducive learning environment. QAD is conducting School Reviews across the country with a target of completing all the schools in a three year cycle. A school review refers to a planned systematic monitoring procedure to determine the present status and condition of the schools. The findings of School Reviews have been shared with the stakeholders, emphasizing the areas for improvement and immediate attention. As this is the only whole-school monitoring activity currently carried out formally, the findings are imperative for establishing a quality education system in Maldives. However, currently there is no systematic mechanism by which the general findings can be shared with all the stakeholders. Further, the need to develop an annual report on the key finding from all the reviews undertaken every year has also been identified and so far a total of 110 reports need to be analyzed. For this task QAD is in need of technical support to do the analysis of the findings in these reports and develop an analytical report.

The overall objectives of this proposal:

- a) To develop an analytical report on the key findings of the School Reviews (conducted by QAD) to analyse and document the key issues of quality, the key challenges faced by schools and stipulate policy level recommendations to address systemic issues.

## Work Assignment

A local consultant will be hired to develop the analytical report. The Terms of Reference for the consultant are as follows.

- 1) Review the school review reports from 2016 and up to August 2017.
- 2) Identify the key issues and common challenges across all/most schools and provide an analysis on the issues and challenges.
- 3) Propose policy level recommendations to address the systemic issues
- 4) Validate the report with QAD.
- 5) Present the findings to the Senior Management Team (SMT) of Ministry of Education
- 6) Finalize the report with comments of the SMT.

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

## Deliverables and Time Line

	<b>Deliverables</b>	<b>Time frame</b>
1	Draft finding of the analysis of the School Review Reports	20 days
2	Presentation of the findings to MoE SMT	02 days
3	Final analytical report on the analysis of the School Review Reports	38 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 interpersonal and communication skills, results-oriented, ability to meet tight deadlines and good team spirit

## Time frame and Terms of Payment:

- Time Frame: 2 months (Starting from 1<sup>st</sup> October till 1 December 2017 (2 Months).
- 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 as either hard copy or by email to:

1. Hardcopies of application documents to be delivered to  
Quality Assurance Department  
9<sup>th</sup> Floor, G.Edhuru Hiyaa  
Falhumathee Magu, K.Male', Maldives.
2. Emails applications to be delivered to  
[fathimath.hilmy@qad.gov.mv](mailto:fathimath.hilmy@qad.gov.mv)  
CC to [rifga@qad.gov.mv](mailto:rifga@qad.gov.mv) and [shana.shareef@qad.gov.mv](mailto:shana.shareef@qad.gov.mv)

**on 18th September 2017 between 13:00hrs- 13:45hrs**