

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: 2 Months from signing of contract.

Location: Off-site

Closing Date: 31st October 2017, 13:00hrs

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. Hence 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 145 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 analyze 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 required to complete the following tasks.

- 1) Review the school review reports from 2016 and 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 within 2 months of contract signing.

Deliverables and Time Line

	Deliverables	Time frame
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 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 from the contract signing.
- 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 hard copy to:

Quality Assurance Department
3rd Floor, H. Hulhugali, 3rd Floor
Karanka Magu, K. Male', Maldives.

on 31st October 2017 before 13:00hrs