

TERMS OF REFERENCE

CONSULTANCY FOR EU-PACTVET LEARNING RESOURCES DEVELOPER: RESILIENCE CERTIFICATE LEVELS 3 AND 4

A. Project Title: Provide support to the SPC-USP Pacific Technical Vocational Education and Training in Sustainable Energy and Climate Change Adaptation project (PacTVET)

B. Project Description

Arguably one of the key barriers to improving P-ACP countries' energy security status and resilience to climate change impacts is the lack of local and regional capacity and expertise which results from the absence of sustainable training programmes, trained staff and well-resourced and equipped training institutions to deliver on the required training programmes.

The EU-PacTVET project is being implemented by the Pacific Community (SPC) in partnership with the University of the South Pacific over a period of 53 months, from July 2014 with funding provided the European Union.

The general objective of the project is to enhance sustainable livelihoods in P-ACPs. Sustainable livelihoods are a high priority for P-ACP communities and governments alike. The purpose of the project is to enhance and/or create P-ACP's regional and national capacity and technical expertise to respond to climate change adaptation and sustainable energy challenges.

The project has worked in partnership with the Fiji Higher Education Commission to develop Certificate level qualifications in TVET in the fields of Resilience (Climate Change Adaptation and Disaster Risk Reduction (CCA/DRR)) and Sustainable Energy. Certificates 1 to 4 have been developed for both fields. These certificates will be accredited by the Education Quality Assessment Programme (EQAP) and applied as the first regional TVET qualifications in the Pacific region.

In the field of Resilience, the Certificates 1 and 2 have been mapped to the Vanuatu National Certificate in Climate Change and Disaster Risk Reduction (CCDRR) which was developed in partnership between SPC/GIZ CCCPIR, Vanuatu Rural Development and Training Centre Association (VRDTCA) and the Ministry of Education and Training (MoET) and in close collaboration with the Vanuatu Qualifications Authority (VQA).

The resources developed for this CCDRR Vanuatu qualification include a learner's workbook, learner's guide and facilitator's guide which are specific to the Vanuatu context. These three learning resources are available for each of the 7 units of competency.

In Palau, learning resources were developed and contextualised for each of the 7 units of competency for the Resilience Certificate levels 1 and 2. The resources developed include a learner's workbook, learner's guide and facilitator's guide which are specific to the Palau context. The Resilience Certificate levels 1 and 2 were also delivered to school teachers in

Palau High School and delivery was completed on 21 November 2017 and marked by the trainees' graduation.

For a regional offering, Pacific Technical and Further Education (Pacific TAFE) at The University of the South Pacific will be delivering Certificates III and IV qualifications in Resilience in the first semester of 2018. To support this delivery, the EU-PacTVET project is seeking a consultant to develop learning resources for Resilience Certificate levels III and IV for the following elective fields: Agriculture, Coastal Management, Energy and Infrastructure, Fisheries, Forestry, Tourism, Health and Water Resources. The learning resources will also need to be aligned to Pacific TAFE's requirements.

C. Scope of Work

The scope of work for this consultancy will mainly focus on developing learning resources for each of the eight elective fields and ensuring that the resources are aligned to Pacific TAFE's qualification guidelines.

The consultant is also expected to:

- Liaise with the USP Pacific TAFE Head of College of Science, Technology and Environment and the EU-PacTVET Team Leader to develop a timeline for the development of resources, which aligns with the planned delivery of the Certificate level 4 in Resilience.
- Liaise with key personnel in the field of Resilience to ensure accurate and relevant information is included in the learning resources.

D. Expected Outputs

- Trainer/facilitator resources customized for the USP Pacific TAFE delivery.
- Learner resources customized for the USP Pacific TAFE delivery.
- Assessment resources customized for the USP Pacific TAFE delivery.
- Specific instructions for printing of hardcopy resources.
- Resources presented in a quality professional format ready for printing.
- Resources use language, terminology and tone appropriate to the target audience.
- Resources cognizant of literacy levels of both learners and trainers.
- Resources use graphics/pictures and relevant Pacific references frequently.

E. Institutional Arrangement

The consultant will be directly responsible to the Team Leader of the EU-PacTVET team stationed at the SPC Energy Programme in Nabua, Suva, Fiji. In this case, the reporting and any matter relating to the consultancy work should be referred to the EU-PacTVET Team Leader.

The consultant is also expected to report to the USP Pacific TAFE Head of College of Science, Technology and Environment on a weekly basis on the progress of the work.

F. Duration of the Work

The consultancy work will be over a maximum period of 100 days with the work completed by 31st May 2018.

Phasing of the consultancy work is at the consultant’s discretion and is based on the work methodology that forms part of the bidding document.

G. Duty Station

The consultant will be based in Suva, Fiji for the duration of the consultancy. It is anticipated that information required for this consultancy can be found online or communicated electronically.

The consultant, depending on the work plan, will have to report or liaise with the EU-PacTVET team through the Team Leader on any matters that need the team’s attention during the course of the consultancy.

H. Evaluation Criteria

1. Qualifications of the Successful Contractor

- It is **essential** that the appointee is a well-qualified professional with integrity and confidence with an accredited Master’s degree or PhD in an appropriate area with evidence of teaching/research contributions from a recognized institution.

Knowledge, Skills and Experience

- Demonstrated experience developing quality student-centered teaching and learning resources for the Pacific region.
- Knowledge of the Pacific Qualifications Framework.
- Knowledge and understanding of issues with implementation of Recognition of Prior Learning and Recognition of Current Competencies.
- Knowledge of Pacific Island protocols and culture influences on learning.
- High level of graphical and publication skills.
- Excellent oral and written English language skills.

2. Proposal Evaluation Matrix

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. A well-qualified professional with integrity and confidence with an accredited Master’s degree or PhD in an appropriate area with evidence of teaching/research contributions from a recognized institution	10%	10
2. Demonstrated experience developing quality student-centered teaching and learning resources for the Pacific region.	20%	20
3. Knowledge of the Pacific Qualifications Framework.	5%	5
4. Knowledge and understanding of issues with implementation of Recognition of Prior Learning and Recognition of Current	10%	10

Competency Requirements	Score Weight (%)	Total Obtainable Score
Competencies.		
5. Knowledge of Pacific Island protocols and culture influences on learning.	5%	5
6. High level of graphical and publication skills.	10%	10
7. Excellent oral and written English language skills.	10%	10
Total Score	70%	70
Qualification Score	49%	49

I. Budget and Schedule of Payments

- The contract cost will be paid based on achieving each set out milestone as shown in the table in this section.
- The following components must be specified by the bidder and must be included in the computation of the contract price:
 - a. Professional fees;
 - b. Management and operating costs,
- The remuneration rate should cover all associated expenses, as no additional payments will be made beyond the agreed contract.
- In full consideration of the complete and satisfactory delivery of the outputs specified in section D, the consultant shall be paid in accordance with the following milestones.

Milestones/outputs	Deadline (date)	% Payment
Signing of Contractual Agreement	20 December 2017	20% of price
Interim progress report in accordance with expected outputs in section D	28 February 2018	20% of price
Interim progress report in accordance with expected outputs in section D	30 April 2018	20% of price
Satisfactory delivery of all reports relating to expected outputs listed in Section D	31 May 2018	40% of the price

Note: Bidders should include a cover letter, Curriculum Vitae and financial proposal.

Closing date for submission of proposals is Friday 15th December 2017 at 5pm (Fiji time). Proposals are to be emailed to Ms Selemana Soqe (selemanas@spc.int).

All enquiries regarding the consultancy are to be directed to Dr Sarah Hemstock (sarahh@spc.int).