

**Ministry of Education & Higher Education
Education to Work Transition Project- Additional Financing (E2WTP-AF)**

Quality Improvement Fund-QIF

**Terms of Reference for
the Selection of an individual consultant to evaluate the Quality Improvement Fund
Component (QIF) on the Higher Education Sector and the Labor Market**

Introduction:

The Ministry of Education & Higher Education (MoEHE) has received a grant from the World Bank, for the benefit of Education to Work Transition Project. A major component of this project is The Quality Improvement Fund (QIF) has been designed to help tertiary education institutions improve the quality of their institutional and academic functions. QIF is established on a competitive basis, open to eligible tertiary institutions in Palestine. QIF is being administered out of the MOEHE by a small staff accountable to a centralized Board representative of appropriate stakeholders.

QIF aims to (i) increase the productive linkages between TEIs and businesses; (ii) promote social responsibility among the business community; and (iii) better prepare graduates to find and keep gainful employment.

Objective of the Consultancy:

The Ministry of Education & Higher Education is considering the selection of a qualified individual consultant to provide guidance and support to the Quality Improvement Fund Unit (QIF) and the Projects Coordination Unit (PCU) on assessing the impact of the 20 projects implemented in Tertiary Education Institutions in the West Bank and Gaza under the Quality Improvement Fund component of the Tertiary Education Project – Cycle 1 and 2.

The study shall focus on reviewing and analyzing all the projects under both cycles of QIF component for the purpose of generating recommendations that will contribute to the improvement of higher education. Moreover, the study shall focus on assessing the impact of implementing the QIF projects on the projects' target groups, the labor market, the beneficiary institution/s programs, partners and staff.

Main Tasks, Responsibilities & Scope of Work:

The main tasks of the consultancy will be to conduct an empirical assessment of the QIF projects & their Impact using a combination of qualitative research techniques and analysis of collected documents, data and reports, the consultant shall include the following in this assignment:

- 1 Develop a detailed action plan and schedule for work. Draft will be shared with PCU team and feedback will be incorporated to the consultant before starting work.
- 2 Review all relevant documents related to the projects implemented under cycles 1 & 2 of QIF. This includes but not limited to, QIF manual, proposals of the awarded projects, progress reports and studies produced under each granted project.
- 3 Assess the procedures followed in implementing the projects.
- 4 Assess the duties and contributions of the different parties/partners.
- 5 Assess the role of the QIF Board by examining the efficiency of the QIF Board policies and procedures in discussing, approving and awarding the submitted QIF proposals.

- 6 Assess the impact of each individual project on participating institutions', targeted program, partnering institutions from the private sector; enrolled students, graduates and/ or other relevant stakeholders.
- 7 Gather feedback from target communities and participating TEIs and partners as to perception, strengths and weaknesses of the conducted projects.
- 8 Facilitate a process to capture lessons learned. This will help the PCU to replicate the good work and improve project service delivery.
- 9 Analyze existing and potential opportunities for strengthening project's delivery mechanism and generating recommendations that will contribute to the development of implementing future QIF cycles.

Approach

The consultant will carry out its work through data and documents collection, an analytical review process, conducting site visits, interviews, and focus groups with all stakeholders and carrying out workshops and accordingly submit all deliverables as per the TOR. The approach should be participatory and inclusive.

Expected Output and Reporting Deliverables:

The Consultant should inform the PCU periodically on progress achieved against an agreed action plan for the entire assignment. Specifically, the Consultant is required to submit the following reports:

- An inception report with a detailed & clear action plan outlining the scope of work, approach & methodology for executing the assignment including a detailed timetable. This plan shall be submitted for review and approval by PCU within 14 days after the signature of the contract before commencement of the work.
- A preliminary draft assessment report with an outline analysis and initial conclusions with presentation of findings to the PCU and QIF Board. "Presentation of the key findings should be included in the draft report".
- Final completion report in both languages (English& Arabic). The report shall include a comprehensive description of QIF component, impact on the higher education sector, link with the labor market and recommendations for improvement of QIF operation.
- Workshops: The consultant is expected to conduct the following workshops throughout the assignment life time.
 - i. The first workshop to present the findings to the QIF board and MoEHE.
 - ii. The second workshop shall be to disseminate the final recommendations to the tertiary Education Institutes.

Required Qualifications, Skills, knowledge and Competencies

A highly qualified individual consultant shall undertake the assignment who shall possess the following minimum qualifications:

- 1 At least holding a master degree in Quality Assurance, Education Evaluation, Policy Analysis, or any other relevant field.
- 2 Previous proven experience in design and leading evaluation; data analysis skills; knowledge of the regional and institutional context in the Tertiary Education in Palestine and/or the region.

- 3 Technical competence demonstrating strong project management skills.
- 4 Minimum 5 years of experience in assessment and strategic planning.
- 5 Good communication and writing skills in English and Arabic.
- 6 Considerable experience in undertaking similar reviews and a proven track record in conducting similar assignments.

Time Frame:

The expected timeframe is within a period of 6 months.

The consultancy is expected to commence on July 1st , 2017 and to be completed on December 31, 2017.

Contract Type: Lump sum Contract.