



REPUBLIC OF NAMIBIA

NATIONAL COUNCIL FOR HIGHER EDUCATION QUALITY ASSURANCE EXPERT/TECHNICAL ASSISTANT FOR IMPLEMENTATION OF QUALITY ASSURANCE SYSTEM FOR HIGHER EDUCATION

TERMS OF REFERENCE

1. INTRODUCTION

The National Council for Higher Education (NCHE) was established by an Act of Parliament (Act No. 26 of 2003) to advise the Minister of Higher Education, Training and Innovation (HETI) on issues related to higher education.

NCHE is mandated, among others, to specifically, accredit, with the concurrence of the Namibia Qualifications Authority (NQA), programmes of higher education provided at higher education institutions and monitor the quality assurance mechanisms of higher education institutions.

2. BACKGROUND

The Quality Assurance System for Higher Education in Namibia has been developed and approved by Cabinet in 2012. The System comprises two sub-systems, namely Programme Accreditation and Institutional Audit. In line with this, QA manuals and guidelines for implementation of this System have been developed.

The Programme Accreditation sub-system is being implemented- some academic programmes at the University of Namibia (UNAM) and Namibia University of Science and Technology (NUST) have gone through the accreditation process. The Institutional Audit sub-system will be implemented in the 2017/18 financial year. It is on this premise that the NCHE is looking for a Quality Assurance expert to provide technical support and guidance to its Secretariat as it implements the QA System.

3. PURPOSE

The purpose of this assignment which is funded by MIC Grant from the African Development Bank to Government of Namibia is to provide strategic advice, technical support and national capacity development on programme accreditation, institutional audit and all other QA related areas.

4. SPECIFIC OBJECTIVES

The specific objectives are to:

- a) Prepare an inception Report highlighting key activities and a work plan with timelines for achieving implementation of the tasks..
- b) Conduct training needs analysis for NCHE Secretariat staff members in the QA Unit and provide in-house training to the staff members accordingly;
- c) Provide technical guidance and advice during the implementation of the Institutional Audit sub-system in 2017/18;
- d) Provide technical expertise and overall leadership by overseeing the organisation and facilitation of Programme Accreditation and Institutional Audit activities;
- e) Orient review panel members for the site visits during Accreditation and Audit;
- f) Induct Council members in the accreditation process, themes in the criteria for accreditation, and in relevant quality assurance issues;
- g) Review and suggest improvement to the Quality Assurance system, Manuals and Guidelines;
- h) Conduct workshops on QA related issues at the HEIs; and
- i) Any other duties that you might be requested to perform by the NCHE.

5. DELIVERABLES

The successful expert will be expected to deliver the following:

- a) Detailed Report on training needs for the in-house training of the Secretariat staff members in the QA Unit.
- b) Detailed training Report for the orientation of the review panel members for the site visits during accreditation and audit.
- c) Detailed induction programme and Report for the Council members.
- d) Detailed workshop Report for the workshops at the HEIs.
- e) Monthly progress reports showing progress made towards activities in the work plan;
- f) Final Assignment Report (on achievements made on Programme Accreditation, Institutional Audit and Training); and
- g) Comprehensive report on future modifications of the QA system based on lessons learnt.

6. DURATION

This assignment will last for a period of twelve (12) months with the option for renewal up to a maximum of 24 months, and would be conducted on a full time basis as staff of NCHE in Windhoek, Namibia.

7. QUALIFICATIONS, EXPERTISE AND EXPERIENCE

The expert must have a minimum of a Master Degree or higher qualification in Quality Assurance, Higher Education Planning or related field plus at least a minimum of ten years of experience in Quality Assurance in Higher Education in Africa. In addition, the expert must have the following competencies:

- a) Ability to deliver technical services as required by the Project and advise the Executive Director;
- b) Broad knowledge and understanding of issues pertaining to Higher Education provision;
- c) Experience and expertise in the implementation of quality Assurance systems at national level;
- d) Experience in evaluation of quality assurance systems and processes in higher education context;
- e) Ability to function effectively in a team environment inspiring trust and cooperation of other team members;
- f) Strong communication and negotiation skills and good interpersonal relations; high level of computer literacy; and
- g) High level of proficiency in written and spoken English.

8. REPORTING

The expert will report to the Executive Director or any other person so designated to provide the Project's supervision.

9. DOCUMENTS TO BE SUBMITTED

Interested persons should express their interest by submitting the following documents to the NCHE Secretariat, 8 Newton Street, Philadelphia House, Ausspannplatz, Windhoek not later than 15th September 2016 at 15:00 hours.

- a) Cover letter detailing expression of interest.
- b) Brief description of expert's understanding of Terms of Reference;
- c) Detailed CV indicating relevant experience and similar assignments undertaken in the past;
- d) Certified copies of relevant academic/ and professional credentials; and at least three letters of reference not older than six months to the date of this request for expression of interest.

10. CONTACT PERSON

The Executive Director
NCHE Secretariat
6-8 Newton Street, Philadelphia House
Ausspannplatz
P.O. Box 90890, Klein
WINDHOEK
NAMIBIA

Attention:

Ms Vejanda Kauaria
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 NCHE Secretariat
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