

SAINT VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference
Consultancy for
SVG-HDSD-CS-CQS-10

**DELIVERY OF TRAINING AND CERTIFICATION IN THE ASSESSMENT AND
VERIFICATION OF CVQ PROGRAMMES**

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) toward the implementation of the Human Development Service Delivery Project (HDSD) Project. The project is designed to strengthen the quality-of-service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

1.2 The project will be implemented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education and National Reconciliation (MoE); the Ministry of National Mobilisation, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement (MoNM) and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA).

1.3 The project is structured around the four following components:

- Component 1 - Strengthening Pedagogy for Basic and Special Needs Education
- Component 2 - Building Responsive Social Protection Service Delivery Systems
- Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations
- Component 4 - Project Implementation, Monitoring and Evaluation

1.4 Sub-component 3.1.2, enhancing the system's capacity for technical and vocational education and training (TVET) delivery will address the long-term and short-term capacity-building needs for expanding access to TVET programs and improving the learning environment of TVET instruction and management. This includes improving the human resource capacity for TVET training and administration. This activity will include training for approximately 60 assessors and verifiers to support implementation of Caribbean Vocational Qualifications (CVQs) in SVG.

1.5 Practicing TVET teachers under the MoE system are typically Associate Degree holders who graduate from the community college, or degree holders who graduate from universities. However, irrespective of their qualifications, most of the newly-qualified TVET teachers are still in need of assessor training in order to better serve their respective students and institutions as CVQ assessors and verifiers.

2. OBJECTIVES

2.1 This consultancy will support the implementation of TVET activities under Component 3 with specific emphasis on improving skills training, assessment and verification leading to CVQ certification within SVG. Accordingly, the GOSVG is seeking a firm in St. Vincent and the Grenadines to deliver training in assessment and verification.

Specifically, the purpose of the training is to empower sixty (60) TVET teachers/instructors and industry persons to perform assessments and verification using the Competency Based Education, Training and Assessment (CBETA) approach for the delivery of CVQ programs and to be certified as Assessors and Verifiers to support implementation of CVQs in schools.

The training, to be based on the guidelines established by the SSDA/NQD and the Caribbean Association of National Training Authorities (CANTA), will be done in workshop sessions and will focus on the following:

- i. Training of TVET instructors/teachers in the process involved in the delivery of programmes for CVQ;
- ii. Training and certification of persons to serve as assessors for TVET programmes;
- iii. Training and certification of persons to serve as Internal and External Verifiers of the assessments done by the assessors; and
- iv. Training of persons to use facilities standards to conduct audits.

3. SCOPE OF WORK

3.1 Activities

The Consulting firm will complete each of the following training activities in keeping with the guidelines established by the SSDA/NQD and CANTA, and under the following sections to address the objectives:

3.1.1 Train Participants in the five (5) core units of competence from the qualification plan for CVQ Level 4 in Assessment. These units are:

- a. Develop Assessment Procedures,
- b. Develop Assessment Tools,
- c. Plan Assessment,
- d. Conduct Assessment and
- e. Review Assessment

3.1.2 Guide participants in the development of portfolios based on the three (3) additional units needed for full qualification, namely: communicate information related to work activities, operate a personal computer and deliver quality service to customer.

3.1.3 Assess participants in the planning and conducting of a practical assessment activity in a real work environment or training institution.

3.1.4 Assess the portfolio of the participants for the five (5) core units in the qualifications (CVQ level 4 in Assessment) to ascertain competence and for certification.

3.1.5 Train participants in additional units for IV/EV certification and provide the participants with an understanding of the IV/EV processes, PLAR, and facilities audit.

3.1.6 Provide evidence to the SSDA/NQD on the evaluated competence of the participants along with an evaluation of the training workshop in a report.

3.1.7 To complete the following within the given time frame:

- a. Maximum of nine (9) days for Assessor training, including training for Internal Verification (IV) and External Verification (EV) Processes, Prior Learning Assessment and Recognition (PLAR), facilities audit and a special session on Aligning Teaching and Assessment.
- b. Three (3) days to complete the assessment of participants' Assessment Practicum and for the participants to pilot a set of assessment tools.
- c. Two (2) days for review, interviews, and assessment of portfolios.

3.2 Assessor Training Methodology

3.2.1 To ensure that participants are trained in the five (5) core units of competence from the qualification plan for CVQ Level 4 in Assessment. The training assignment should be conducted face-to-face and should include training sessions on:

- a. Competency Based Assessment
- b. Analysing Occupational Standards
- c. Assessment Methods
- d. The Assessment Process
- e. Planning, Assessment and Evidence Gathering
- f. The People involved with NVQs
- g. The Principles of Assessment
- h. Types of Evidence
- i. Developing Assessment Tools
- j. Piloting of Tools

3.2.2 Conduct and review of assessments and the roles and responsibilities to be performed as assessors

3.2.3 Portfolio Building

3.2.4 Quality Assurance Procedures

Table 2: Proposed Assessor Training Agenda

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Other Activities (3 days)
Assessor Orientation: Occupational Standards	Develop Assessment Tools	Plan Assessment	Conduct Assessment	Record and Report Assessment	Quality Assurance: The Verification Process	• Piloting of Tools • Practicum • Submission of Portfolios • Portfolio Interviews
Aligning Teaching/Learning and Assessment Principles of Assessment	The Dimensions of Competency unpacked	Plan Assessment	Conduct Assessment	Forms used to record and report Assessments	Quality Assurance: Verification & Facilities Audit	
The Assessment Process	Working Session: Develop Assessment Tools	Plan Assessment: The Forms Used	Conduct Assessment	Review Assessment	Prior Learning Assessment and Recognition (PLAR)	
Develop Assessment Procedures	Working Session: Develop Assessment tools	Plan Assessment with a candidate: A practical Approach	Conduct Assessment	Working Session with Practicum Instrument	Review of Training Next Steps	

All participants are expected to complete and submit a portfolio of evidence relating to units being claimed for certification. Participants will have the opportunity to resubmit portfolios which have not met the requirements.

3.3 Verifier Training Methodology

3.3.1 Internal Verifiers:

The persons to be trained as Internal Verifiers must have knowledge on the skill area for which they are verifying and should be first be practicing assessors. Upon completion, the candidates should be guided in the development of portfolios based on the units needed for full qualification.

Units for Level IV in Assessment Verification (Internal) should include:

- Plan and organise assessments
- Maintain and enhance professional practice in the workplace
- Analyse competency requirements
- Use technology in the workplace
- Participate in quality audit
- Plan and conduct moderation activities
- Conduct internal quality assurance of the assessment process
- Manage the assessment system
- Lead and coordinate assessment systems and services

3.3.2 External Verifiers

The persons to be trained as External Verifiers are skilled persons from industry. These persons must first be trained as Assessors and Internal Verifiers. Upon completion, the candidates should be guided in the development of portfolios based on the two (2) units needed for full qualification.

Units for Level IV in Assessment Verification (External) should include:

- Evaluate the assessment system
- Conduct external quality assurance of the assessment process

Table 3: Proposed Verifier Training Agenda

Day 1	Day 2	Day 3
Objectives	Review of Day 1	Review of Day 2
Review of the assessment Process	Manage the Assessment System	Role of the External Verifier
Role of the Internal Verifier	Manage the Assessment System	External Verification Process
Internal Verification Process	Internal Verification Reports	Verifying assessment decisions
Sampling Strategy	Internal Verification Reports	Evaluating the effectiveness of external quality assurance of the assessment process
Developing and Supporting Assessors	Complete Internal Verification Reports	External Verification Reports
Managing the quality of N/CVQ delivery	Complete Internal Verification Reports	Complete External Verification Reports

3.4 Deliverables

The consultant will execute the following deliverables under the following sections:

3.4.1 Inception report and workplan for training to be delivered.

3.4.2 Facilitation and delivery of Assessor training workshops, assessments of candidates, and submission of draft report on training conducted. The report should include:

- Background and objectives
- Methodologies used, any deviation from what was proposed and reasons for the deviation
- Outputs and match with the expected outputs;
- Evaluation by the consultants (including lessons learnt, challenges encountered, and strategies used to deal with challenges)
- Suggested strategies for sustainability.

3.4.3 Facilitation and delivery of Internal and Verifier training workshops, assessments of candidates, and submission of draft report on training conducted. The report should include:

- Background and objectives
- Methodologies used, any deviation from what was proposed and reasons for the deviation

- Outputs and match with the expected outputs;
- Evaluation by the consultants (including lessons learnt, challenges encountered, and strategies used to deal with challenges)
- Suggested strategies for sustainability.

4. CHARACTERISTICS OF THE CONSULTANT

Type of Consultancy:	Firm/Training Organisation
Procurement Method:	Consultants Qualification Selection Method (CQS)
Length and Duration:	Three (3) months
Place of work:	St. Vincent and the Grenadines
Qualifications and experience:	The firm/training organisation should possess at minimum: i. Ten (10) years' experience in organizing and conducting TVET Training, assessment and certification, and establishing occupational standards. ii. Experience in the training, assessment and certification of N/CVQs in Caribbean countries. The Lead Trainer should possess: i. At least a bachelor's degree in education or a related field ii. A full CVQ level IV certificate in Assessment/training iii. Must be a trained external verifier iv. At least 5 years' experience conducting assessment and verification. v. Experience in conducting Assessor /Verifier training vi. Familiarity and understanding of current assessment documents used

	vii. Good understanding of CVQ standards and quality assurance procedures. viii. Good communication skills.
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5. REPORTING RELATIONSHIPS

5.1 The consultant will be supervised by the Director, Economic Planning Division, within the Ministry of Finance, Economic Planning, and Information Technology (MoFEP) or his named designate.

5.2 Approval of the content of each deliverable will be made by designated officers of the Ministry of Education and National Reconciliation (MoE), the Project Coordinator of the HDSD Project, and designated officers of the MoFEP.

6. COMPENSATION

6.1 The Consultant will be paid commensurate with the services provided.

6.2 Payments will be made on receipt and acceptance of deliverables as outlined within these Terms of Reference:

DELIVERABLES		PAYMENT SCHEDULE
6.2.1	Submission and approval of an Inception Report	20%
6.2.2	Facilitation of training and submission and approval on report on Assessor Training	40%
6.2.3	Facilitation of training and submission and approval on report on IV/EV Training	40%

7. CONFIDENTIALITY

7.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilise, without prior approval, the information for presentations or studies related to this consultancy.