



EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

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REQUEST FOR PROPOSALS

International Technical Expert for the ASEAN Quality Assurance Network (AQAN) Constitution and By-Laws

Terms of Reference for Technical Assistance

About SHARE

The EU Support to Higher Education in the ASEAN Region (EU SHARE) programme is a 57-month programme with an overall objective of contributing to the regional cooperation, enhancing the quality, regional competitiveness and internationalisation of ASEAN Higher Education Institutions (HEIs) contributing to an ASEAN Community in 2015 and beyond.

The programme has two specific objectives:

- To enhance the harmonisation of ASEAN higher education (HE) area through the formulation of ASEAN higher education frameworks taking into account the EU experience;
- To support mutual recognition and student mobility among HEIs in ASEAN to strengthen people-to-people connectivity.

For more details regarding the programme, click: [SHARE](#)

The German Academic Exchange Service (DAAD) is the technical lead for Result Area 2b – Quality Assurance of SHARE's programme implementation. In this capacity, we are seeking a Technical Expert for the execution of tasks in the field of Quality Assurance.

Background

The ASEAN Quality Assurance Network (AQAN) was formed with the Kuala Lumpur Declaration in 2008 in Kuala Lumpur, Malaysia, at the first inaugural meeting of quality assurance bodies from South East Asia organized by the Malaysian Qualification Agency (MQA) and the South East Asian Ministers of Education Organization Regional Centre for Higher Education and Research (SEAMEO RIHED). The network is registered in Malaysia as a non-profit regional network of external quality assurance agencies and authorities responsible for quality assurance in the ASEAN Member States (AMS). AQAN has been an affiliated entity to ASEAN since August 2016. The Secretariat is based in Kuala Lumpur, Malaysia.

The network focuses on quality assurance of higher education and training with the main objective of enhancing quality of higher education and training in the AMS by promoting quality assurance principles and good practices, capacity building, sharing of information and most important the development of the ASEAN Quality Assurance Framework (AQAF). The Framework is aspirational, neutral, development-oriented and underpinned by principles of good practices and with respect to the diversity and stages of development in the AMS. The network conducts its business through workshops, seminars, staff exchanges, regular executive committee meeting and the annual roundtable meeting, largely on cost-sharing basis and with the strong commitment and support of members.

The AQAN Constitution was duly adopted on October 6, 2011, by the AQAN Roundtable Meeting in Bandar Seri Begawan, Brunei. Amendments were made in 2016 to the provisions of the Constitution and By-Laws on membership categories, membership fees, secretariat and roundtable.

Since AQAN's formal establishment in 2008, the Malaysian Qualifications Agency (MQA) has been playing the role as the Secretariat of the network. MQA was appointed as the Permanent Secretariat with the adoption of the AQAN Constitution on October 6, 2011.

AQAN was formally registered under the Societies Act 1966, Malaysia on July 25, 2014, and affiliated to ASEAN on August 1, 2016. After more than 10 years of its existence, AQAN continues to grow and strengthen its presence within and beyond the ASEAN region through its activities and strategic partnerships in the sphere of quality assurance of higher education.

To stay abreast with developments and changes in and outside the region with increased activities, roles and responsibilities, especially in the implementation of the ASEAN Quality Assurance Framework (AQAF), the AQAN Constitution and By-Laws, need to be reviewed particularly pertaining to the AQAN governance structure and operating procedures. This is to enable the network to sustain, operate effectively and strategically position itself in continuing its dedicated mission in the region.

The 2019 AQAN Roundtable Meeting in Davao, the Philippines on September 20, 2019 agreed to establish a Constitution and By-Laws Committee of six member countries, namely Malaysia, Thailand, Indonesia, Cambodia, Lao PDR and the Philippines, to review and further refine the AQAN Constitution and By-Laws.

Objective and focus of the technical assistance

The objective and focus of the proposed assignment are to assist the above-mentioned Committee in reviewing and further refining the AQAN Constitution and By-Laws in view of the following:

- i. Ensure that the network can flexibly and sustainably meet current and future governance and financial requirements;
- ii. Improve the effectiveness and assist in the smooth running of the Executive Committee;
- iii. Strengthen the capacity and resources of the AQAN Secretariat;
- iv. Identify necessary changes to ensure effectiveness, accountability and consistency with national authorities, external legislative environment, strategic partners and stakeholders;
- v. Increase roles and responsibilities of AQAN particularly in the implementation of the ASEAN Quality Assurance Framework in Higher Education (AQAF);
- vi. Identify provisions necessary for the AQAN Secretariat to become a strong QA player in its own right with a well-functioning staff structure; and
- vii. Address discrepancies between the current Constitution and By-Laws.

Review Guides

It is proposed that the review of the Constitution and By-Laws is guided by making reference to the constitutional setup of the European Association for Quality Assurance in Higher Education (ENQA), namely:

- i. Statutes of ENQA
- ii. ENQA Rules of Procedure 19 October 2018

The above documents offer analytic information and useful guides to the Expert in ensuring that the review is in line with the good practices of other similar networks. The Expert shall also refer to other useful and relevant documents related to the objective and focus of the review.

Objectives of the assignment

1) Technical Expert for the AQAN Constitution and By-Laws

- Assist the benchmarking of the AQAN Constitution and By-Laws with the regulatory documents of other international quality assurance networks or organisations;
- Provide recommendations on possible provisions to the Review Committee for the AQAN Constitution & By-Laws, the AQAN Executive Committee, the roundtable & the AQAN Secretariat to revise the Constitution & By-Laws according to AQAN's needs;
- Address discrepancies between the current Constitution and By-Laws as well as the AQAN Strategic Plan 2018-2022 (which is updated by a separate review committee);
- Facilitate sessions for the participants of a 2-day workshop in Malaysia to discuss and finalise the 2nd draft of the AQAN constitution & By-Laws; and
- Provide inputs and recommendations during the 2-day workshop in Malaysia.

The expected output of this assignment is to benchmark and comment on the draft constitution as well as to provide recommendations from a European perspective (ENQA specifically). Additionally, it is expected that the Expert will submit a report to EU SHARE that is at least 3-5 pages at length and provides in continuous text a summary of findings and recommendations concerning the Constitution & By-Laws as well as the methodology used in the analysis. Details can be agreed upon between the DAAD's SHARE Project Management and the Expert after the contract has been awarded.

Eligibility

1) Quantity: One expert/consultant.

Qualifications - Expert or consultant in Quality Assurance with at least 15 years of professional work experience:

- a) Quality Assurance systems and/or frameworks in ASEAN member states;
- b) Design and development of a regional quality frameworks and/or guidelines, including review guidelines and stipulations;
- c) Experience in the development of a QA framework in Europe;
- d) Experience as member of an External Quality Assurance Agency;
- e) Experience as board member of a regional association, organisation or network active in quality assurance.

Scope of work

- a) The scope of this up to twelve work days assignment includes the following activities:
 - Desk review of the AQAN Constitution and its By-Laws;
 - Benchmarking of the AQAN Constitution and By-Laws against the relevant documents of other regional QA network, predominantly ENQA;
 - Conduct consultation sessions via video conference (e.g. Skype, Zoom, Google) with the relevant AQAN committees & staff of the AQAN Secretariat | minimum of three meetings over the course of the assignment (as requested by EU SHARE & AQAN);
 - Intensive interaction with the EU SHARE and AQAN team through email; and
 - Submission a report on the summary of findings & conclusions as well as recommendations concerning the Constitution & By-laws to be taken into consideration by AQAN (three to five pages at least).
- b) Attend & chair the review workshop in February 2020 in Malaysia, with the specific task of facilitating sessions for the participants to discuss and finalise the 2nd draft of the AQAN constitution & By-Laws & provide inputs and recommendations.

Budget foreseen

Daily Rate	Please submit a comprehensive offer including indication of availability
Billable Days	Up to twelve days
Per diem rate	Valid rates as quoted in the German Federal Travel Expenses Act (BRKG)
Travel to ASEAN countries	Economy Class ¹ (arranged by EU SHARE)

Schedule (2020)

6 th calendar week	Submission of the AQAN Constitution & By-Laws and other relevant documents to the Expert
7 th calendar week	Desk review work
8 th calendar week	Technical Workshop in Malaysia to discuss the 2 nd draft constitution with the AQAN Constitutional and & Executive Committees
9 th calendar week	Finalisation of the report
24 th February	Submission of the final draft report to EU SHARE & the AQAN Secretariat
3 rd to 5 th March	AQAN roundtable meeting & workshop
11 th calendar week	Submission of comments & feedback to the Expert
13 th of March	Final submission date of the report to EU SHARE & AQAN

Submit your proposals to qa-qf@share-asean.eu until **8th of January 2020** (23:59 hours GMT+7) at the latest.

¹ As stipulated in the EU SHARE grant rules.