



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) Strategic Plan 2018-2022

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.

AQAN is mindful of its role and responsibilities in the ASEAN Post 2015 Agenda and in particular to the undertakings to establish a Common Higher Education Space as promulgated by the Kuala Lumpur Declaration on Higher Education (2015) and the Agreed Implementation Framework as

approved in 2016 at ASED Meeting. In particular, the ASEAN member states (AMS) are recommended to reference their own quality assurance provisions to the AQAF and recommend the promotion and communication of AQAF to enhance understanding and trust towards AQAF.

This first formal 5-year Strategic Plan (draft) of AQAN is to set policy directions, strategic objectives and targeted initiatives to serve its members, and ASEAN community in the next 5 years. AQAN, as a recognized entity, will strive to be efficient, recognized, responsive, productive, professional and a sustainable network. The 2019 AQAN Roundtable Meeting in Davao, the Philippines on September 20, 2019 agreed to establish a Strategic Plan Committee of six member countries, namely the Philippines, Malaysia, Indonesia, Thailand, Cambodia and Lao PDR, to review and further refine the AQAN Strategic Plan 2018-2022.

Objective and focus of the technical assistance

The objective and focus of the assignment is to assist the above-mentioned Committee in reviewing and further refining the AQAN Strategic Plan 2018-2022 in view of the following:

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

Sources

It is proposed that the review of the draft Strategic Plan is guided by making reference to the strategic documents of the European Association for Quality Assurance in Higher Education (ENQA), namely:

- i. Work Plans 2018, 2019 & 2020
- ii. Strategic Plan 2016-2020 - ENQA's Strategic Framework

The above documents offer analytic information and useful guidance 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 Strategic Plan 2018-2022

- Assist the benchmarking of the AQAN Strategic Plan 2018-2022 with the strategy documents of other international quality assurance networks or organisations;
- Support the work of the AQAN Strategic Plan Committee to provide recommendations on possible provisions to the AQAN Executive Committee (EC), the roundtable & the AQAN Secretariat to revise the Strategic Plan according to AQAN's needs;
- Streamline the Strategic Plan to make it a feasible document ready for implementation.
- Address discrepancies between the current Strategic Plan and AQAN's resources and capacities; and

- Attend the AQAN roundtable meeting in Jakarta, Indonesia on 3-5 March (tbc) to present the review methodology to the AQAN-EC and the members.

The expected output of this assignment is to benchmark and comment on the draft Strategic Plan 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 Strategic Plan 2018-2022 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 Strategic Plan 2018-2022;
 - Benchmarking of the AQAN Strategic Plan 2018-2022 against the relevant documents of other regional QA networks, predominantly ENQA;
 - Conduct consultation sessions via video conference (e.g. Skype, Zoom, Google) with the AQAN Strategic Plan Committee & staff of the AQAN Secretariat | minimum of three meetings over the course of the assignment;
 - Intensive interaction with the EU SHARE and AQAN team through email; and
 - Submission a comprehensive review report on the summary of findings & conclusions as well as recommendations concerning the Constitution & By-laws to be taken into consideration by AQAN (five pages at least).
- b) Attend the extraordinary AQAN roundtable meeting in March 2020, with the specific task of presenting the findings of the review process (results of the benchmarking and recommendations) to the AQAN roundtable delegates (tbc).

Budget foreseen

Daily Rate	Please submit a comprehensive offer including indication of availability & timeline
Billable Days	Up to twelve work days
Per diem rate	Valid rates as quoted in the German Federal Travel Expenses Act (BRKG)
Travel to ASEAN countries	Economy Class1 (arranged by EU SHARE)

Schedule (2020)

3 rd calendar week	Submission of the AQAN Strategic Plan 2018-2022 and other relevant documents to the Expert
4 th calendar week	Desk review work and 1 st virtual committee meeting
5 th and 6 th calendar week	Desk review (benchmark preliminary findings) by the Expert
7 th calendar week	2 nd virtual committee meeting
8 th calendar week	Desk review (draft recommendations)
9 th calendar week	Submission of recommendations & final draft of the review report to the AQAN Secretariat & EU SHARE team by 25 th February
3 rd to 5 th March	AQAN roundtable meeting & workshop (Indonesia tbc)
11 th calendar week	Submission of comments & feedback to the Expert
13 th of March	Submission date of the final review report to EU SHARE

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.