



Annex 4

TERMS OF REFERENCE

STRENGTHENING THE INTERNATIONALISATION CAPACITY OF HIGHER EDUCATION INSTITUTIONS IN CLMV COUNTRIES:

ASSESSMENT OF ENABLING FACTORS AND POTENTIAL CAPACITY BUILDING ACTIVITIES

BACKGROUND

The Support to Higher Education in the ASEAN Region (SHARE) Programme is the European Union's flagship higher education programme with ASEAN in operation since 2015.

The SHARE Programme supports the ASEAN Secretariat and ASEAN stakeholders to enable greater harmonisation and internationalisation of ASEAN higher education. The Programme is fully committed to the implementation of the third ASEAN Work Plan on Education 2021 – 2025 and will achieve this through three result areas, namely enhancing policy dialogue in the harmonisation of ASEAN higher education (Result Area 1), supporting the further development of the ASEAN Qualifications Reference Framework (AQRf) and ASEAN Quality Assurance Framework (AQAF) (Result Area 2), and further developing a common credit transfer system and scholarship programme for intra-ASEAN student mobility (Result Area 3) while ensuring equal opportunities for all through cross-cutting engagement and coordination across all result areas. The current phase of the SHARE Programme (phase 2021 – 2022) aims to catalyse the transfer of ownership of programme key achievements to ASEAN entities and nominated organisations to be embedded within sustainable ASEAN-led structures and processes.

The SHARE Consortium – comprising the British Council, the DAAD, ENQA, and Nuffic – brings to bear its collective expertise and experience across the full scope and dimensions of international education in line with the further development of an ASEAN Higher Education Space and an ASEAN branded scholarship scheme, in collaboration with the ASEAN Secretariat and ASEAN stakeholders.

The overall objective of the SHARE Programme is to strengthen regional cooperation, enhance the quality, regional competitiveness and internationalisation of ASEAN higher education institutions contributing to an ASEAN Community in 2025 and beyond.

The overall objectives of the SHARE Programme are:

- To enhance the harmonisation of ASEAN higher education area through the formulation of ASEAN higher education frameworks, taking into account the EU experience and promotion of equal access for girls and women to quality higher education free from discrimination; and
- To support mutual recognition, student mobility and equal opportunities for all, including female students and people with disabilities, among higher education institutions in ASEAN, and to strengthen people-to-people connectivity.



The expected results are:

- Enhanced opportunities for policy dialogue on strategic issues (including equal opportunities and gender equality) of harmonisation of ASEAN higher education involving variety of stakeholders including ASEAN and EU as required;
- ASEAN Qualifications Reference Framework and ASEAN Regional Quality Assurance including disaggregated data collection further developed and supported;
- ASEAN Credit Transfer System (ACTS) and ASEAN-EU Credit Transfer System (AECTS) further developed and tested through mobility with scholarships.

Within the context of the above, the SHARE Programme intends to support the Initiative for ASEAN Integration (IAI) Work Plan IV (2021 – 2025), specifically addressing Action 2 of Education strategic area: “Support CLMV countries to reduce barriers restricting intra-regional student mobility into CLMV countries, with a particular focus on higher and TVET education”. This is done through working together with the Initiative for ASEAN Integration and Narrowing Development Gap (IAI & NDG) Division of the ASEAN Secretariat (ASEC).

OBJECTIVE

This SHARE Programme’s support to the IAI Work Plan IV (2021 – 2025) will seek to address the implementation of initiatives to increase the number of foreign students studying at higher education institutions in the CLMV (Cambodia, Lao PDR, Myanmar, and Viet Nam) countries and promote greater mobility of students within the ASEAN Member States (intra-ASEAN mobility) in line with the ASEAN Connectivity Master Plan 2025 and the strategic area of people mobility.

A consultation has been undertaken between the IAI&NDG Division of ASEC and the IAI-CLMV focal points for education with the result that more capacity building initiatives in internationalisation activities in higher education are required. A project proposal to address this entitled “Strengthening the Capacity of Higher Education Institutions (HEIs) in CLMV Countries to Attract International Students” has outlined a framework as shown in the following table which shall serve as an overall guidance:

Project Objectives (outcome) Strengthen the capacity of higher education institutions in CLMV countries to attract inbound international students
Output 1 (direct project result) Conduct an assessment on the capacity of higher education institutions in CLMV countries to market themselves as destinations for ASEAN and non-ASEAN students, implement credit transfer systems and understand barriers to this.
Output 2 (direct project result) Proposed capacity development on solutions to address barriers to CLMV countries marketing themselves as destinations for ASEAN and non-ASEAN students
Output 3 (direct project result) Development and delivery of an online capacity building programme for higher education institutions in CLMV countries based on the solutions identified in Output 2

The following details must be taken into account in developing the responses to the objectives aforementioned:

1. Deliberation of core expertise that each of the CLMV country currently possesses that will contribute to attracting students from other ASEAN countries to study in the CLMV countries.
2. What programme or sector that the CLMV countries would like to develop further in this context.
3. Provision of a real analysis (mapping, SWOT analysis) of CLMV countries’ respective capacity that will draw internationalisation activities in their higher education sector.
4. Involvement of higher education institutions from various tiers, including the SHARE Partner Universities
5. Identification of barriers that higher education institutions in the CLMV countries face in their internationalisation activities, including – amongst others – implementing credit transfer systems and marketing and positioning themselves as a student destination thus attracting more inbound international students.

6. Proposed capacity development on solutions to overcome and address barriers identified including providing equal access to male and female students and students with disabilities to participate in international activities.
7. Development and delivery of an online capacity building programme for selected higher education institutions CLMV countries
8. Setting up of indicators to measure and tools to evaluate project achievements

METHODOLOGY

This following methodology is proposed:

1. Desk-based research.
2. Key informant interviews to support data gathering and identify priorities and recommendations.
3. Consultative workshop with the SHARE Programme, the ASEAN Secretariat, and the ASEAN Member States.
4. Development and delivery of an online capacity building programme for selected higher education institutions in CLMV countries.
5. Other approaches may also be proposed as deem fit to the overall assessment exercise that will deliver against the objectives.

DELIVERABLES

The selected consultant/expert shall produce the following outputs:

1. An inception report confirming the approach, methods, and timeline.
2. Draft assessment report that presents the findings in the assessment conducted, proposed solutions to address the findings, and overall recommendations.
3. Consultative Workshop with the SHARE Programme, the ASEAN Secretariat, the ASEAN Member States, and other relevant stakeholders.
4. Development and delivery of an online capacity building programme for selected higher education institutions CLMV countries.
5. Final assessment report.

REPORTING

The selected consultant/expert will report to the SHARE Team Leader. They will work closely with the SHARE Programme Manager at the SHARE Programme Management Office at the British Council Indonesia as well as with the SHARE Programme's relevant partners.

SKILLS AND EXPERTISE REQUIRED

We are seeking an experienced ASEAN/ASEAN-based consultant/expert with a proven track-record in the following:

1. Expertise in internationalisation of higher education with specific experience of marketing and recruitment of international education.
2. Experienced in at least two projects in conducting analysis on internationalisation of higher education to inform and support the planning and delivery of interventions, preferably in the higher education sector in ASEAN
3. Familiarity with the ASEAN higher education context and the internationalisation agenda
4. Excellent research and facilitation skills
5. Strong report writing skills

Application may come from individual or consultancy firm.

INDICATIVE TIMELINE/PROVISIONAL TIMESCALES

Indicative timeline is presented below. Final timeline will be subject to subsequent agreement between the SHARE Programme and the selected consultant/expert upon awarding of contract, but which shall not exceed three months of implementation from date of signing of the consultancy contract.

Timeline	Activity
20 June – 31 July 2022	Call for applications process, Consultant/expert selected
By 1 August 2022	Kick-off meeting: SHARE Programme, IAI&NDG ASEC, selected consultant/expert
By 15 August 2022	Submission of inception report
By 23 September 2022	Submission of draft final report
By 30 September 2022	Consultative Workshop with the SHARE Programme, IAI&NDG ASEC, ASEAN Member States, and relevant stakeholders
By 14 October 2022	Submission of final report

ANTICIPATED BUDGET

The maximum budget for this consultancy is EUR 20,000.00

EVALUATION CRITERIA

The proposal will be evaluated based on the following criteria:

Criteria	Item of evaluation	Weighting
Research proposal	<ul style="list-style-type: none"> Approach, including the research design, method, delivery, work plan Skills and expertise of proposed team 	70 %
Commercial (price)	<ul style="list-style-type: none"> Submitted budget (including budget breakdown) 	20 %
Social value	<ul style="list-style-type: none"> Contribution to integrated communities and encourage empowerment of women, vulnerable adults, and minority groups 	10 %

SCORING MODEL

Below scoring model will be used to review the incoming proposals:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due to the bidder's failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the Request for Proposal (RFP) document and/or no response has been provided.