BACKGROUND
The Fiji Higher Education Commission (FHEC) has been established to oversee the development and improvement of higher education in Fiji with the aim of ensuring that learners have the best possible opportunity to gain relevant qualifications required to support and sustain Fiji’s economic and social prosperity.

OBJECTIVE
The overall purpose of this consultancy is to coordinate and manage a survey that would explore the performance of the FHEC as an organisation in carrying out its core business. The Consultant will organise and conduct the survey using appropriate methodology. The FHEC Performance Survey aims to gain valuable feedback from the Higher Education Institutions, Learners, Ministry of Economy, Employers and any other relevant stakeholders on their views regarding their evaluation of FHEC as a regulator of higher education in Fiji.

SCOPE OF WORK
The FHEC invites qualified and experienced individuals or organisations to conduct the FHEC performance survey. The Consultant will:

a. Conduct a literature review on the evaluation of regulatory bodies of higher education similar as FHEC.

b. Design a survey instrument to capture information on the performance of FHEC as a higher education regulator. The instrument should capture subjective (qualitative) and objective (quantitative) data.

c. Pre-test the instrument for validity and reliability. Incorporate changes into the instrument after pre-testing, ensuring the instrument is reliable and valid.

d. Develop appropriate sample design. Determine a feasible and adequate sample size.
e. Develop a feasible data collection procedure with appropriate timing. Derive a mechanism to achieve a reasonable response rate. Conduct the survey within the ethical guidelines of research.

f. Compile, clean and analyse data and interpret findings.

g. Represent findings in appropriate tabular and graphical forms.

h. Summaries and prepare PowerPoint and written reports.

DEVELOPERABLES

a. Inception report that provides evaluative literature of higher education boards/commissions and expected methodologies (including detailed work plan). The inception report should also outline the overall approach, sampling plan, methodology to be used (with rationale), data collection and analysis plans, and tentative fieldwork schedule.

b. Monthly reports highlighting the progress of the project. The monthly report should provide number and amount of tasks/work completed, the part of the work/task currently being carried out, the remaining work and if the research is lagging the planned schedule then state how the consultant would ensure the research is successfully completed with all deliverables on the planned timeframe.

c. Drafted report with recommendations and implementation plan.

d. Presentation of the revised report with findings, the recommendations and implementation plan to FHEC management and staff.

e. Detailed written report with a short executive summary, the findings and recommendations and implementation plan.

RESPONSIBILITY OF THE CONSULTANT

a. Responsible for the development and completion of the deliverables including the inception report, survey instrument, monthly reports, final report and fully compiled data set.

b. Responsible for the full dataset compilation, coding and analysing.

c. Responsible for final edit and layout of the printable version of final report.

d. Responsible to submit the final report to FHEC by end of the contract.
RESPONSIBILITY OF THE FHEC
The FHEC shall determine the acceptability of the deliverables and shall be the approving authority for all operating and related activities.

OWNERSHIP OF DATA AND DOCUMENTS
a. The FHEC shall be the owner of all the data collected, all collated data, reports and all documents prepared by consultant under the assignment.
b. All documents collected, data collected, and the compiled data must be handed over to the FHEC before the final payment.
c. All documents, reports and information from this assignment will be regarded as the FHEC’s property, so the mentioned outputs or the part of it cannot be sold, used or published in any case.

SPECIFICATION FOR PROPOSALS
The proposal submitted in response to this consultancy must contain the following information.
a. Name, address, email and mobile number of person responsible of submitting this proposal.
b. Provide the staffing structure and qualifications of proposed consultants (with CVs). CVs must provide the relevant research projects completed, consultancies and publications.
c. Detailed proposal outlining the research method, sampling plan, data collection and analysis plans, tentative fieldwork schedule and timelines for deliverables with professional fees expected at each stage.

QUALIFICATION REQUIREMENTS
a. A minimum of 5 years progressively responsible experience in designing, testing and conducting surveys, particularly performance surveys of organisations.
b. Demonstratable ability to collect primary data and information, collating, coding, analysing and interpreting data to prepare reports and publishing.
c. Good mixed method research skills.
d. A minimum of master’s degree in Management, Economics, and/or any related field with major emphasis in Organisational Performance.
e. Excellent research and analytical skills using statistical processing software.
f. Experience using Microsoft Office.
g. Excellent academic writing skills and facilitation skills and good command of English language.

h. Good organisational skills with high priority on deadlines with a focus on results.