



## **COUNCIL ON HIGHER EDUCATION (CHE)**

### **TERMS OF REFERENCE FOR A CONSULTANT TO DEVELOP AN INSTITUTIONAL AUDIT FRAMEWORK FOR EVALUATING THE PERFORMANCE OF HIGHER EDUCATION INSTITUTIONS**

#### **1. Introduction**

The Council on Higher Education in Lesotho (CHE) was founded by the Higher Education Act of 2004. In addition to regulation of higher education in Lesotho, CHE has a mandate to ensure that the quality of higher education provided in Lesotho meets regional and international standards. Specifically CHE has a mandate to:

- a) Promote quality assurance in higher education;
- b) Audit the quality assurance mechanisms of higher education institutions;
- c) Accredite programmes and issue certificates of accreditation;
- d) Monitor and evaluate the performance of academic programmes and higher education institutions.

Thus apart from programme review leading to possible accreditation, CHE will audit, monitor and evaluate the overall performance of higher education institutions. Accordingly, to prepare for institutional audits, CHE needs to develop an institutional audit framework as a tool for conducting the audits. This framework will include criteria and decision framework for evaluating the performance of a higher education institution with regard to a range of factors, including governance, nature of policies, policy implementation, internal quality assurance systems and procedures, performance management system, resources, programme design, and teaching and learning strategy.

#### **2. Purpose of the Consultancy**

The purpose of the consultancy is to develop an Institutional Audit Framework as a tool for evaluating the overall performance of both private and public higher education institutions in Lesotho.

#### **3. Specific Objectives and Scope of Work**

More specifically, the objectives will be for the consultant to:

- Design and develop the draft Institutional Audit Framework in line with CHE's legal framework and existing quality assurance tools;
- Develop appropriate criteria and decision-making procedure that enable higher education institutions in Lesotho to provide high quality services;
- Ensure that the audit framework is in line with the current developmental stage of higher education institutions in Lesotho;
- Ensure that the Audit Framework caters for different modes of delivery of Higher Education;

- Arrange stakeholder workshops to solicit inputs and buy-in;
- Obtain external opinion on the appropriateness of the framework and its consistency with similar documents used in the region and in the international world.

#### **4. Key Qualifications and Experience**

The consultant must have sound knowledge of quality assurance as applied to higher education institutions, especially those found in the developing world. In addition, the consultant must have the following competences:

- Broad knowledge and understanding of the issues pertaining to the provision of higher education in the developing world;
- Very good knowledge of a wide range of quality assurance systems, processes and tools;
- Experience in dealing with quality assurance tools, guidelines and processes;
- Experience in conducting programme accreditation and institutional audits in higher education contexts;
- Experience in evaluating quality assurance systems and processes in higher education contexts;
- Excellent communication skills in written and in spoken English.

#### **5. Time Lines**

The assignment is scheduled to commence in November 2013, and it is estimated to be completed on May 31<sup>st</sup> 2014.

#### **6. Deliverables**

The successful consultant will be expected to deliver the following:

- Detailed Work Plan showing key activities leading to submission of the final product;
- Development of 1<sup>st</sup> Draft of the Audit Framework;
- Documentation and incorporation of Stakeholder Inputs;
- Documentation and incorporation of Feedback from External Assessors;
- Presentation of Audit Framework to the Higher Education Quality Assurance Committee (HEQAC) and Council;
- Submission of final version of the Audit Framework to CHE.

#### **7. Reporting Arrangements**

The consultant will report to the CHE Secretariat through Director - Quality Assurance and Standards.