*Call for Tender for a Conference Director*

Regional Conference: Building Culture of Quality Assurance in the MENA Region

Rabat, 8th – 9th March 2016

**Context**

Like many countries in the MENA region, Morocco faces several challenges with Higher Education. Morocco is aware of these challenges and they are also widely recognised by many international organisations that support education reforms in the MENA region such as the World Bank, EU, African Development Bank and ISESCO.

The key challenges are linked to;

* Demographic transition
* Higher education funding
* Gaps between academic qualifications and labor market needs
* Establishing an effective national system of research and innovation
* The quality of skills and qualifications of students in Higher Education institutions as a last phase of studies before integrating the job market

The British Council ran Quality Assurance training workshops from the 2nd-4th of November. Their main aim was to support the Ministry of Higher Education and newly established Evaluation Agency. These workshops were designed to enhance the capacity of the representatives of the QA units within Moroccan universities and help establish a Poole of evaluators and experts working for the agency.

In order to further enhance this support to the Minitry of Higher Education and the National Agency of Evaluation and Quality Assurance , the British Council is suggesting a policy dialogue **regional conference.** This is done with a view to ultimately supporting key decision makers and implementers in the sector to enhance the quality of the MENA Higher Education system in general.

1. **Purposes of conference**
* To exchange best practices with key experts from the region and the UK in Higher Education, with particular focus on Quality Assurance and internal and external strategies at institutional and programme level
* To provide Higher Education policy makers from Morocco with an insight into the UK and the MENA region’s higher education systems, particularly in areas of QA and governance
* To explore opportunities for the Moroccan delegates’ relationship building with UK colleagues. Aim to facilitate collaboration at departmental/institutional level and incorporate the knowledge gained during the visit into the work of the Moroccan delegates; thereby supporting Moroccan national priorities in the sectors of accreditation, QA and professional development.
1. **Responsibilities of the conference director**
* Help develop the concept paper for the regional conference
* Set major topics for plenary and parallel sessions
* Identify and target relevant speakers for the event
1. **Conference aims**
* Improving quality assurance practices and strategic planning
* Establishing and monitoring internal quality and evaluation system programmes
* Strategic planning for quality improvement of Higher Education
* Planning and implementation of QA programmes, and preparing for external reviews and audits
* Internationalisation and research ranking
* Planning for academic research, research grants and partnerships
1. **Qualifications**
* Educated to degree level/relevant experience in the field
* Proven knowledge and/or experience in the Higher Education sector
* Previous work experience in conferences
* Experience and an in-depth understanding of the Higher Education sector in region
* Previous interactions and dialogue experience with government officials
* Advanced knowledge of Excel, Word and Power Point
* Excellent writing skills and oral communication skills in English, French, and Arabic
* Interpersonal and communication skills to successfully operate in team-based work culture
* Ability to undertake tasks independently or with limited supervision
1. **Budget**

The indicative budget for this work is MAD 15 000 including VAT.

1. **Instructions for submitting your tender**

Please submit a copy of your tender, with ‘Tender for regional Conference Director MENA” in the email subject line, to amina.elabdellaoui@britishcouncil.org by no later than 17 December 2015

1. **Timetable**

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| **Activity** | **Date** |
| Invitation to tender | 3 December |
| Clarification questions submitted and responded to  | 10 December |
| Submission  | 17 December |
| Evaluation of responses, and shortlisting  | 22 December |
| Interviews | 24 December |
| Final Decision | 30 December |