

**SCHOLARSHIPS  
TERM OF REFERENCE (TOR)  
FOR TONGA STUDY AWARDS INDEPENDENT ASSESSOR**

**Background**

The Tonga Study Awards (TSA) are offered by the Governments of Tonga, New Zealand and Australia for scholarships to study in New Zealand, Australia and the Pacific region. The TSA is an umbrella programme encompassing the following scholarship schemes: New Zealand Pacific Scholarships, Australia Awards and Government of Tonga Scholarships.

In alignment with Paris, Accra and Cairns Compact, the TSAs reflect a harmonised approach to scholarships with joint processes and partner consultation and cooperation exercised throughout every aspect of the scholarship shortlisting and selection process.

Selection is based on academic merit, gender equity, and the Government of Tonga's objectives and agreed country program training priorities. To ensure effectiveness, efficiency and sustainability, these processes must be transparent, fair and merit-based. As such, an Independent Assessor (IA) is contracted to undertake the vetting, shortlisting and ranking of applicants. The final awarding of scholarships rests with the Joint Scholarship Selection Committee, of which the IA is member. Each year approximately 70 scholarships are awarded.

**Purpose**

The Governments of New Zealand, Australia and Tonga are committed to a transparent, credible and fair scholarship selection process under the Tonga Study Awards. An IA is integral in providing transparency and rigour to the shortlisting, ranking and selection process of the TSAs. The IA is responsible for ensuring eligibility criteria is met by all applicants shortlisted for consideration.

**Details of Assignment**

The IA shall provide the services to the Joint Scholarships (NZAP, AusAID Australia Awards, GoT) Working Group.

*The services for the Joint Scholarships shall include:*

- Working in consultation with the JSWG to design selection eligibility criteria for shortlisting applications.
- Checking the applications before short-listing and placement, and identify the ineligible applicants (those that do not meet the eligibility criteria) so as to ensure only complete applications are considered by the Joint Scholarship Selection Committee (JSSC). These shall be done by sorting and screening the applications once closed to ensure that -
  - they are accurate;
  - comply with the application closing dates;
  - meet the generic eligibility and country-specific selection criteria;
  - clearly identify the training request, including level and field of study; and
  - include certified supporting documentation.

- Preparing a shortlist and drafting report to be presented for discussions with the JSWG;
- Providing final shortlisting report to the JSSC;
- Participating in the JSSC selection panel; and
- Providing the final selection panel a list of names against their codes according to the panel prioritisation, based on the outcome of the JSSC selection panel
- Assisting with any other tasks as requested pertaining to the shortlisting, selection and reporting of the scholarships selection process.

### **Duration**

The IA will be required over a period of up to four months. The IA will be required to participate in briefings and consultations with partners throughout June 2013. It is anticipated that application assessment services will begin at the mid July 2013 and expect to be finalised by the end of August

### **Input**

<b>Task</b>	<b>Input days</b>
Preparation	Up to 2 days
Vetting	Up to 34 days
Drafting report	Up to 7 days
Presenting Report to selection committee	Up to 3 days
Finalising report	2 days
<b>TOTAL</b>	<b>48 days</b>

### **Skills and experience**

The independent assessor will have relevant skills and experience with scholarship assessments, or in the Education sector. This could include:

- Experience in administering internal assessments
- Experience in developing, or advising on scholarship assessment criteria
- Experience in some sort of a selection panel
- Understanding and experience of assessment criteria and its application

## ANNEX 1

### Outputs

	<b>TASK</b>	<b>DATE</b>	<b>FORMAT</b>	<b>COMMENTS</b>
1.	Shortlist of shortlisted applicants for consideration	12 August 2013	Xcel/word spread-sheet	Presented to AusAID via email and hard copy
2.	Draft summary report following selection	26 August 2013	Word document	Presented to AusAID via email and hard copy
3.	Final report on shortlisting and selection process	30 August 2013	Word document	Presented to AusAID via email and hard copy