



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

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CALL FOR EXPRESSION OF INTEREST

CONSULTANCY - TSLS STRATEGIC PLAN 2025-2030

The Tertiary Scholarships and Loans Service (TSLS) invites expressions of interest from suitably qualified and experienced consultants to assist in the development of its Strategic Plan for the period 2025-2030. The consultancy will focus on stakeholder consultations on Strategic focus areas that has been identified in the TSLS Draft Strategic Plan 2025 – 2030.

About the Organisation

TSLS is a Fijian Government statutory organization established in 2013 under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement all the Fijian Government funded Scholarships, Study Loans and Grants. With the conclusion of the 2020-2024 Strategic Plan, it is crucial to develop a new strategic framework for the 2025-2030 period. This plan will address emerging challenges, capitalize on new opportunities, and continue to support the educational aspirations of Fijians.

Scope of Work

The Consultant will be responsible for the following tasks:

1. Conduct consultations with relevant stakeholders and obtaining feedback on the strategic focus areas identified in the Draft Strategic Plan 2025 – 2030.
2. Analyse feedback and ensure the focus areas and initiatives are aligned to the National Development Plan, broader Governmental policies and international trends.
3. Prepare and submit progress reports on a fortnightly basis to the Strategic Plan Development Steering Committee.
4. Submit the consultation report on the Strategic Plan that is based on stakeholder needs and feedback.

The full scope of work with key requirements is available on the TSLS Website (www.tsls.com.fj)

Timeline

Two (2) months or earlier from the time of official engagement

All EOIs to be emailed to EOI@tsls.com.fj with the subject 'Consultancy - TSLS Strategic Plan 2025 – 2030'.

All EOIs must reach TSLS by NO LATER THAN 4.00 p.m. on 14th March 2025.

TERMS OF REFERENCE

CONSULTANCY - TSLS STRATEGIC PLAN 2025-2030

1. Background

The Tertiary Scholarships and Loans Service (TSLS) is a Fijian Government statutory organization established in 2013 under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer and implement all the Fijian Government funded Scholarships, Study Loans and Grants. With the conclusion of the 2020-2024 Strategic Plan, it is crucial to develop a new strategic framework for the 2025-2030 period. This plan will address emerging challenges, capitalize on new opportunities, and continue to support the educational aspirations of Fijians.

The Consultant will be responsible for conducting consultations with relevant stakeholders and ensuring the strategic focus areas identified in the Draft Strategic Plan 2025 – 2030 align with the National Development Plan, broader governmental policies and international trends.

2. Purpose of the Consultancy

The purpose of the consultancy is to gather feedback from TSLS stakeholders based on predetermined strategic focus areas for the development of an inclusive and feasible Strategic Plan 2025 – 2030.

3. Scope of Work

The Consultant will be responsible for the following tasks:

- Conduct consultations with relevant stakeholders including but not limited to relevant government agencies, educational institutions, students, employers and relevant community representatives.
- Conduct surveys, interviews, and workshops to gather feedback on strategic focus areas.
- Ensure that consultations are inclusive and gather comprehensive feedback from all relevant groups.
- Analyse the feedback obtained from stakeholders to assess the relevance and its feasibility to the proposed strategic focus areas.
- Ensure that the feedback proposed for incorporation into the Strategic Plan are in alignment with the National Development Plan, broader governmental policies, and international trends in education.
- Provide fortnightly progress reports to the Strategic Plan Development Steering Committee detailing the status of consultations, key findings, and any emerging issues.
- Submit a comprehensive Consultation Report on the Strategic Plan based on the stakeholder feedback. The report should address how stakeholder needs and feedback have been integrated into the focus areas in the strategic plan and include a clear analysis of the alignment between the draft strategic focus areas and National Development Plan, governmental policies, and international trends.

4. Deliverables

- **Stakeholder Consultation Plan:** A detailed plan outlining the approach for stakeholder consultations, including methods, timeline, and targeted groups.
- **Fortnightly Progress Reports:** Reports submitted fortnightly (Monday of every second week) to the Strategic Plan Development Steering Committee.
- **Final Consultation Report:** A comprehensive consultancy report based on the scope of work and recommendations for the final Strategic Plan 2025 - 2030.

5. Timeline

The consultancy is expected to **commence on 1 April 2025 and conclude by May 31, 2025**. Exact dates and milestones for consultations and report submissions will be discussed with the Strategic Plan Development Steering Committee and agreed upon during the initial stages of the consultancy.

6. Reporting and Supervision

- The Consultant will report directly to the Strategic Plan Development Steering Committee.
- All reports and deliverables will be submitted in both draft and final formats, with feedback provided by the Committee.
- The final report will be presented to the Board of TSLS for review and approval.

7. Qualifications and Experience

The consultant should possess the following qualifications and experience:

- Expertise in education policy, strategic planning or public administration.
- Proven experience in conducting stakeholder consultations and engagement processes.
- Possess a good understanding of Fiji's National Development Plan, international trends and regulatory frameworks in education.
- Strong communication, analytical, and reporting skills with experience in developing strategic plans for government bodies or similar institutions.

8. Confidentiality and Ethical Considerations

The Consultant is expected to maintain confidentiality regarding all information and data shared by stakeholders and TSLS. All information and findings obtained during the consultancy will be used solely for the purpose of developing the Strategic Plan and will not be disclosed to unauthorized parties.