



TERMS OF REFERENCE

**Technical Assistance
for
Solomon Islands Training Needs Assessment**

1. SERVICES REQUIRED

The Solomon Islands National University (SINU) seeks to engage an expert to carry out a Training Needs Analysis of the Private Sector in Honiara.

2. BACKGROUND AND RATIONALE

Since its establishment in 2013, SINU has focusing almost exclusively on award courses for full time students. The needs for human resource development in the country now expands beyond producing people with formal qualifications at the Certificate, Diploma, Degree and Post Graduate levels. A major perceived demand is for training for people already in the workforce. By law, SINU is tasked with the responsibility, inter alia, of “improving the skills and knowledge of the existing work force through education and training” (s6a(11), SINU Act).

To provide for improving the skills and knowledge of the existing workforce, one needs to have a good grounding in the state of the existing skills and knowledge. Doing this is a medium term objective of SINU. For the immediate, SINU settles on a rough proxy to the above – which is to identify gaps in employee training, learning and development in Solomon Island. In other words, identifying the types and nature of training and up/re-skilling which needs to be done in various sectors of the economy, is the first step in this bigger exercise.

Given the size of the country, and its geographical and sectoral diversity, this specific exercise limits the analysis to the private sector in the town of Honiara.

This project, thus, is aimed at carrying out a training needs analysis for the private sector in Honiara.

3. PURPOSE

Honiara has an estimated 2000 Businesses.

For this project, we require a detailed skills gap analysis for at least 50 of the largest private sector companies in the town, with at least 3 companies per broad industrial/employment sector.

Skills gap data can be obtained through various means; these include: observation, interviews, focus groups, questionnaires, psychometric style tests, JDs/role profiles, difficulty analysis, performance appraisals, repertory grid, and SWOT analysis. For the present analysis, the main form of data collection is formally structured (questionnaire based) interviews with company CEOs or HR Directors. This may be supplemented by interviews with the workers.

In the first stage, the expert shall develop a list of company (with employment, etc.) profiles, which could potentially be in the list of companies to be examined.

The University and the expert shall then agree to a final list of companies for detailed examination.

Once finalised, the expert is expected to do a training needs / skills gap analysis of each company/sector in the private sector in Honiara as per the final list of companies agreed to.

The results shall be contained in a comprehensive report on skills gaps / training needs for the identified companies in Honiara.

4. QUALIFICATIONS/EXPERTISE

The expert should have at least a Masters degree and extensive experience in administration at the senior / executive level in the commercial/industrial sector in the Pacific. Applicants with a PhD degree would be preferred. Some knowledge/awareness of short training programmes for industry would be desirable.

5. COMMENCEMENT DATE

The final report should preferably be submitted by end of June 2019.

6. EOI

Those who meet the requirements should apply through sending their CVs, and their all-inclusive price offer, to: tenderboard@sinu.edu.sb by 4pm, Friday 10 May, 2019. For enquires please contact: Faith Palapu at faith.palapu@sinu.edu.sb
