



MEMORANDUM OF UNDERSTANDING

between Solomon Islands Ministry of Education and Human Resources Development (MEHRD) and Solomon Islands College of Higher Education (SICHE) regarding their partnership and the management of the financial and technical support from Solomon Islands Government, the New Zealand Government Aid Programme in Solomon Islands.

1. PREAMBLE

- 1.1. This Memorandum of Agreement, dated 1st of July 2011 is between the Solomon Islands Ministry of Education and Human Resources Development, also referred to as 'the Ministry' and Solomon Islands College of Higher Education, also referred to as 'the College', regarding their partnership and the management of financial and technical support to the College which is received from Solomon Islands Government and the New Zealand Government Aid Programme in Solomon Islands;
- 1.2. This Memorandum sets out the mutual roles and responsibilities in a partnership to improve the collaboration between the Ministry and the College and to jointly enhance the quality of tertiary education in the Solomon Islands;
- 1.3. This Memorandum also explains the implications of this partnership in terms of accountability, efficiency and effectiveness of the financial and technical support to the College.

2. KEY STAKEHOLDERS

- 2.1. Solomon Islands Ministry of Education and Human Resources Development and in particular its Teacher Training Development Division, Curriculum Development Division, National Examination and Standards Unit and Accounts Division;
- 2.2. Solomon Islands College of Higher Education;
- 2.3. National Human Resources Development and Training Council (NHRDTC), to be established;
- 2.4. Solomon Islands Tertiary Education Committee (SITEC), to be established;
- 2.5. Tertiary Education Division (TED), to be established;

- 2.6 New Zealand High Commission and its Government Aid Programme in Solomon Islands;
- 2.7 Development Partners who have signed the Partnership Agreement¹ with the Ministry of Education and Human Resources Development and who actually support the College.

3. DURATION AND PURPOSE

- 3.1. This Memorandum of Understanding covers the period for the National Education Action Plan (NEAP), 2010-2012 and the SICHE Strategic Plan 2011-2015. This MoU will be reviewed as soon as the new NEAP, 2013-2015 has been developed and approved by Cabinet;
- 3.2. The intended purpose of this Memorandum of Understanding is:
 - a) to develop a professional and transparent partnership between the Ministry and the College with clear roles and responsibilities for both partners;
 - b) to develop an efficient and effective funding mechanism by the Ministry based on a strategic plan from the College, which includes activities and a monitoring framework, which is related to expected outcomes and benchmarks;
 - c) to enhance efficiency, relevancy and effectiveness of technical and financial support from the Ministry and the New Zealand Aid Programme in Solomon Islands to the College;
 - d) to improve financial management of funds received from the Government and Development Partners by the Ministry and by the College;

4. ROLES AND RESPONSIBILITIES OF THE MINISTRY

Subject to any limitations of budgetary support provided by the Government of Solomon Islands, the Ministry agrees to:

- 4.1 Promote equitable access to good quality tertiary education in Solomon Islands, including the College;
- 4.2 Provide annual funding on time (bi-annually) and on the basis of a medium term or longer term strategic plan for the development of the College and the annual work plans for the different schools.;
- 4.3 Develop with the College a formula for bi-annual block grant to the College for general operations and specific grants to the School of Education or Distance Education Centre. Unit costs will be an important basis for calculation of the grants;
- 4.4 Bi-annually provide the block grant for the College and the specific grant(s) for the School of Education and the Distance Learning Centre on the basis of an annual budget submission and bi-annual financial and narrative reports by the College due per 1st of July and 1st of February every year. The block grants will subsidise part of the operation costs of the College. The specific grant(s) to the School of Education

¹ Solomon Islands Education Sector, Statement of Partnership Principles between Solomon Islands Government and Development Partners, September 2009

and the Distance Education Centre will partly cover the organisation and development costs for course design, development, review and implementation as long as this is included in the strategic plan of the College and the annual work plans;

- 4.5 Increase annual funding to the College on the basis of progress made which is demonstrated through the agreed monitoring framework for the strategic plan of the College and/or specific monitoring frameworks for the annual action plans or services of the School of Education and the Distance Education Centre. The block grant will consist of a basic block grant and an incentive funding when specific benchmarks are met;
- 4.6 The Ministry in case of direct payments on behalf of the College (e.g. for sponsored students), should include these in its own financial and narrative reporting to enable consolidated reporting on total budgets and expenses from the College. The quality and completeness of this reporting will be reviewed by the Ministry of Finance and Treasury (MOFT);
- 4.7 Clearly communicate and not later than 1st October every year the specific training demand for the College and its School of Education; determine the number of teachers to be trained for both regular pre-service and in-service training for teachers in Early Childhood, Primary, Secondary and TVET-education;
- 4.8 Determine annually how many students at School of Education will be sponsored by the Ministry and who will receive full scholarship, fee based scholarship or fall under the cost sharing arrangement;
- 4.9 In collaboration with Education Authorities and School of Education, select in-service teachers to be trained at the School of Education. Admission of in-service teachers to the training programme will be determined using the School of Education selection criteria;
- 4.10 Register on time² specific numbers of trainees for any in-service training organised by the College, its School of Education or Distance Education Centre;
- 4.11 Collaborate with the College, in particular its School of Education and Distance Education Centre to improve the selection process for candidates and trainees for the pre-and in-service training for teachers or other target groups in the education sector;
- 4.12 Arrange for the prompt payment for agreed specific in-service training provided by the College;
- 4.13 Coordinate where necessary an open tender process for any in-service training for teachers or other education staff in the country and to invite the College to participate in any tender in the area of teacher training or capacity building for other education staff.
- 4.14 Improve the communication between the Ministry and the College by regular exchange of information about important meetings, developments and events and by increasing the opportunity for the College to participate in meetings, to take part in

² Not later than indicated by the College

events etc. or by increased and regular participation of the Ministry in council or other meetings of the College;

- 4.15 Monitor the quality and progress of the programmes or projects supported by the Ministry and the New Zealand Aid Programme in Solomon Islands towards expected outcomes, and undertake periodic reviews with the College;
- 4.16 Monitor adherence by the College to the National Tertiary Education Policy³, in particular to the principles of greater efficiency, effectiveness, cost sharing, the inclusion of courses from the College in the National Qualifications Framework (to be developed) and the accreditation. In short; encourage that the College is providing 'value for money';
- 4.17 Support the College where necessary with the facilitation of technical and financial assistance under the recurrent or development budget from the Government and/or the New Zealand Aid Programme or other Development Partners on the basis of requests and Terms of References from the College.
- 4.18 Collaborate with SICHE on the training needs of its staff in order to ensure the professional development needs of SICHE staff are addressed as SICHE prepares for its transition to University status. This can be achieved through an agreed scholarship quota allocated to SICHE each year by the NTC. To be funded, professional development activities need to be included strategic action and annual work plans.

5. ROLES AND RESPONSIBILITIES OF THE COLLEGE

Subject to the availability of funding from the Ministry, the College agrees to:

- 5.1 Offer its programmes at the highest professional standards possible and organise regular review of its programmes for which it will invite all stakeholders (including the Ministry) to enable comments and to realise improvements;
- 5.2 Adhere to and to promote and further develop the agreed professional standards for teachers⁴ by the Ministry and the College;
- 5.3 Collaborate with the Ministry and the Solomon Islands Tertiary Education Commission and develop high quality and efficient tertiary education, which is accredited within the National Qualifications Framework;
- 5.4 Collaborate with the National Human Resources Development Training Council to develop courses of good quality and value for money which will help to meet the demand for prioritised skills in the country;
- 5.5 Develop a medium or longer term strategic action plan, which includes activities and a monitoring framework, which is related to expected outcomes and benchmarks;

³ MEHRD, Policy Statement and Guidelines for the Tertiary Education in Solomon Islands, February 2010

⁴ MEHRD, Professional Standards for Teachers, September 2010

- 5.6 Develop a monitoring framework, which will include process and output indicators, targets and benchmarks and which can assist all stakeholders to follow the progress made towards the agreed outcomes, in particular for specific annual work plans for the School of Education and the Distance Education Centre;
- 5.7 Produce bi-annual financial and narrative reports which include all funds received, from the Ministry and New Zealand Aid Programme, expenditures till date and progress against agreed work programmes and submit these on time (not later than 1st of July and 1st of February every year) to the key stakeholders (see Section 2) in the tertiary education sub sector. The reports will follow a mutually agreed format. The quality and completeness of this reporting will be reviewed by the Ministry of Finance and Treasury (MOFT);
- 5.8 Develop and submit annual budgets to the Ministry within the national government budget process and timing. The budgets should be developed on the basis of annual work plans for the whole College and for the different schools, in particular the School of Education and the Distance Education Centre and for pre-and in-service programmes in the education sector, which are supported by the Government and/or the New Zealand Aid Programme. The budgets should include detailed cost breakdowns, unit costs calculations and efficiency measures;
- 5.9 Adhere to the National Tertiary Education Policy, in particular to the principles of greater efficiency, effectiveness, cost sharing, self-income generation, the inclusion of courses from the College in the National Qualifications Framework (to be developed) and the accreditation; in short ensure that the College is providing ‘value for money’;
- 5.10 Develop or review courses which are in high demand from individual students, employers and the National Human Resources Development and Training Council;
- 5.11 Review and improve the selection process of trainees for the different courses, pre-and in-service training in the education sector, in particular organised by the School of Education and the Distance Education Centre. Interviews, referee checks and including data about motivation are some of the measures which could be taken to enhance the selection process;
- 5.12 To adhere to the Policy Statement and Guidelines for Learners’ Assessment⁵ and integrate summative, formative and self-assessment systems in all courses, pre-and in-service training in the education sector provided by the College;
- 5.13 Inform the Ministry about any specific developments, student terminations, withdrawals from the courses, pre-and in-service training in the education sector which are financially and technically supported by the Ministry and New Zealand Aid Programme;
- 5.14 Improve the communication between the College and the Ministry by regular exchange of information about important meetings, developments and events and by increasing the opportunity for the Ministry to participate in Council and other meetings, to take part in events etc. or by increased and regular participation of the College in meetings from the Ministry;

⁵ MEHRD, Policy Statement and Guidelines for Learners’ Assessment, November 2010

- 5.15 Possess the copyright for any materials produced or provided for the programmes solely developed by the College. At the same time the College will grant the Ministry a licence to use the materials of courses, pre-and in-service training in the education sector for educational purposes for ten years from the date of publication;
- 5.17 Not to reproduce, sell or licence to any third party course materials developed jointly with the Ministry and the financial and technical support from the Ministry. The copy and intellectual property rights for these course materials shall be vested in the College. Decisions on reproductions, promotion or sale will be made by the College;
- 5.18 Work with the Ministry, service suppliers and users of its services to protect intellectual property rights of its academic programmes and materials, and to obtain permission to reuse any third-party copyright materials used in the programme resources;
- 5.19 To request the Ministry on the basis of Terms of References formulated by the College to facilitate the technical and financial support which is budgeted under the recurrent or development budget of the Ministry.

6. CONFIDENTIALITY

- 6.1 Except with prior written consent of the other signatory, neither signatory may use or disclose to any third party any confidential information shared between the signatories.

7. SIGNATURES

Signed:

Date:

Name:

Permanent Secretary, Ministry of Education and Human Resources Development

Signed:

Date:

Name:

Director, Solomon Islands College of Higher Education