

ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE (SVGCC)
REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES

Associate Degree Programmes Curriculum Review
Division of Arts, Sciences and General Studies (DASGS)
and the
Division of Technical and Vocational Education (DTVE)

1. BACKGROUND

The St. Vincent and the Grenadines Community College invites Expressions of Interest (EOIs) from suitably qualified teams of experts to lead in the institution's curriculum review process. The SVGCC's curriculum review initiative represents a critical strategic response to the changing educational and socio-economic context of St. Vincent and the Grenadines, as well as to evolving global standards in higher education and workforce development. As the sole post-secondary institution in the country, SVGCC carries the responsibility of ensuring that its programmes not only meet the academic and professional needs of its students but also prepare them to thrive in a competitive, interconnected world.

The review of the Associate Degree programmes at DASGS and DTVE is therefore not simply an academic exercise, but a national imperative aimed at securing the relevance, quality, and sustainability of tertiary education in St Vincent and the Grenadines. This review seeks to bridge the gap between outdated curricula and the current demands of universities and employers, through the enhancement of content, teaching strategies, assessment methods, and learning outcomes. With the integration of college's Blended Learning policy, the SVGCC's revised and new associate degree programmes will demonstrate the institution's commitment to innovation in pedagogy, accessibility, and inclusivity, particularly for learners in remote and underserved communities. Ultimately, this initiative will reaffirm SVGCC's role as a driver of personal and societal transformation, staying true to its mission of empowering learner to become agents of change within their communities and beyond.

2. SCOPE OF WORK

2.1. The St. Vincent and the Grenadines

Community College now invites eligible consulting individuals ("consultants") to indicate their interest in providing the services of technical experts to support the curriculum review process for all Associate Degree programmes at the Division of Arts Sciences and General Studies (DASGS) and the Division of Technical and Vocational Education (DTVE) of the St. Vincent and the Grenadines Community College.

2.2. The duration of the assignment is expected to be for thirty (30) person days over a period of six (6) calendar months.

2.3. The objectives of the consultancy are:

- **Assess alignment with institutional and national goals:**

Evaluate whether the current Associate Degree programmes offered by DASGS and DTVE are achieving intended outcomes for students and faculty, in accordance with the mission, vision, and strategic goals of SVGCC s well as the national goals of St. Vincent and the Grenadines.

- **Evaluate industry relevance:**

Determine the effectiveness and relevance of curricula in meeting the current demands of both Industry and workplace.

- **Review academic progression pathways:**

Examine the alignment of current curricula with the requirements for matriculation into more advanced academic/non-academic programmes regionally and internationally.

- **Ensure alignment with strategic priorities:**

Verify that programmes of study meet curricular standards and support departmental strategic goals, particularly in the areas of Access, Community Engagement, and Economic Empowerment.

- **Assess academic integrity:**

Critically review the structure and content of courses and programmes to ensure academic rigour, coherence, and integrity.

- **Identify and implement improvements:**

Identify areas requiring improvement and design a system for implementing and evaluating proposed curriculum changes.

- **Revise and/or develop new curricula:**

Create revised or new courses that reflect findings from the review process and respond to institutional, academic, and industry needs.

ELIGIBILITY CRITERIA

Interested Consultancy Teams should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. A Consultant shall be eligible to participate if:

- (a) He or she clearly provides evidence of the experience and qualifications needed for the purposes of the consultancy
 - (b) does not have a conflict of interest in the exercise
 - (c) he or she is a citizen or a bona fide resident of an eligible country; and
 - (d) in all cases, the consultant:
 - (i) has no arrangement and undertakes not to make any arrangements whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or bona fide resident of an eligible country;
 - (ii) has not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - (iii) is not guilty of misrepresentation in supplying the information required as a condition of the participation in the procedure or if they fail to supply this information; and
 - (iv) does not expose a conflict of interest.
- Consultants from St. Vincent and the Grenadines and other English speaking member countries within the Caribbean are eligible to participate in these consultancy opportunities.

3. EVALUATION AND SELECTION CRITERIA

In the assessment of submissions, consideration will be given to:

3.1 Qualification and experience, including:

- A university degree in Curriculum Development
- At least a master's degree from a recognized university in instructional design or a related field
- Working knowledge of work-based training and general education programmes
- Sound knowledge of training and evaluation methods and techniques
- Sound knowledge of laboratory/technical workshops quality systems
- Knowledge of management principles and practices
- At least (5) years of related experience as a curriculum developer/instructional designer, utilizing adolescent and young adult learning principles and concepts, as well as blended learning modalities
- Evidence of similar past projects, including details about your role(s) and contact information for verification
- Extensive experience with learning management systems
- Excellent knowledge of English - written and spoken
- Excellent communication and interpersonal skills.
- Ability to effectively use software programmes such as Microsoft Office suite of tools,

Moodle and other e-learning platforms.

3.2 Profile of Experts:

- Overview of the team's profile, including all areas of expertise in educational reform, addressing industry needs, technical and vocational education, higher education and institutional strengthening
- Clear presentation of the roles of key members of the consultancy team, their curricula vitae/bios, and relevant qualifications relevant to the objectives of the consultancy

3.3 Preliminary Approach:

A comprehensive outline of how the team will address the objectives and needs of the Consultancy

3.4 References

Details of at least three institutions/organizations familiar with previously completed work of the consultancy team (members or lead)

4. SUBMISSION OF EXPRESSIONS OF INTEREST

- All Expressions of Interest must be submitted in English and electronically by email to the Director's Office at directorsoffice@svgcc.vc in PDF format by **Sunday September 14, 2025**.
- The email subject line should state "**Expression of Interest** - Division of Arts Science and General Studies & Division of Technical and Vocational Education Associate Degree Programmes Curriculum Review" and the email body must state the name and address of the applicant.
- The SVGCC reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

5. REQUEST FOR INFORMATION

All information or request for information must be submitted in English to the Director's Office at: directorsoffice@svgcc.vc

OR

Director's Office

St. Vincent and the Grenadines Community College

Villa

St. Vincent, W.I.

Tel: + (784) 4574503, Ext. 323 OR Ext 328