

Hong Kong Council for Accreditation of Academic and Vocational Qualifications

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body to provide quality assurance and assessment services to education and training institutions, course providers and the general public. HKCAAVQ is undergoing a development project for a verification platform for digital credentials of individuals, and the project now invites energetic professionals who are interested in the development to provide project-based and time-limited services to indicate interest through the process below.

Contract for Services by Individual Consultant (QF and QR) [Ref: 2023/QFQR/CS01]

HKCAAVQ seeks to enhance its service capacity by engaging Individual Consultants via a Contract for Services.

An Individual Consultant will provide time-limited services for the project through a Contract for Services. The scope of services will be agreed between HKCAAVQ and the Individual Consultant and may include a detailed scope of services, timeline and schedule of completion of work, deliverables and fees for the services which include, for example, organisation of promotional events, production of promotion materials, liaison with various concerned parties, and preparation of project documents and reports. Any Individual Consultant engaged through a Contract for Services is not a staff member of HKCAAVQ and will not be entitled to any benefits as such. There are no regular work hours. He/she may undertake the services at his/her own premises with his/her own facilities or, subject to prior arrangement, at the HKCAAVQ office. The Individual Consultant will act as an independent contractor and there will be no employment relationship between HKCAAVQ and the Individual Consultant.

Qualification and Experience Required for serving as Individual Consultant

The Individual Consultant should hold at least a first degree at HKQF Level 5, be familiar with the Qualifications Framework (QF) and the Qualifications Register (QR), and have good knowledge of the local education and training environment. Excellent written and spoken English and Chinese skills for presentation and report-writing are essential. Individual Consultant immediately available is highly preferred.

Procedures for indicating interest

Parties who are interested should submit a full CV, including a write-up illustrating relevant competencies for providing consultancy services. Please send in the information and quoting the relevant reference number to the Head of Qualifications Framework & Qualifications Register and Information Technology by email to contract_for_services_qfqr@hkcaavq.edu.hk or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong with the reference number indicated in the envelope. This is an open year-round notice.

Information collected will be treated in the strictest confidence and only be used for contract processing purposes.

For more information on HKCAAVQ, please visit www.hkcaavq.edu.hk.