

## **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. Energetic professionals who are interested in the development to provide project-based and time-limited services are invited to indicate interest through the process below.

### **Contract for Services by Individual Consultant (HKDCHub)**

**[Ref: 2024/03/21]**

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, (i) coordination on the system development, including consolidation of user requirements, monitoring of project progress and preparation of necessary reports; (ii) drafting of relevant guidelines and documentation; (iii) organisation of and participation in promotional events for different stakeholder groups; (iv) liaison with different parties, including government bureaux, system contractors, operators, students, industries and the public; or (v) any related activities of the project.

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. 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 a first degree comparable to HKQF Level 5, preferably with a post-graduate degree at HKQF Level 6 or above, with at least 5 years of post-qualification relevant work experience, preferably in education and training, or system development. Good analytical, presentation, interpersonal and communication skills, including excellent written and spoken English and Chinese plus Putonghua, are essential. Solid experience in IT system development and project management is highly preferred.

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### Procedures for indicating interest

Parties who are interested should submit a full CV, including a short description of previous experience in IT system development, to illustrate relevant competencies for providing consultancy services. Please send in the information and quoting the relevant reference number to [contract\\_for\\_services\\_hkdchub@hkcaavq.edu.hk](mailto:contract_for_services_hkdchub@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 no later than 23 April 2024.

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](http://www.hkcaavq.edu.hk).