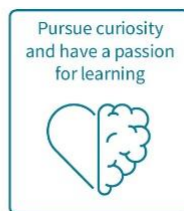




Terms of Reference – Psychometrician and Assessment Reporting Specialist

Expertise	Psychometrician and Assessment Reporting Specialist
Project	Vanuatu Australia Education Support Program (VAESP II)
Accountable to	MERL Specialist, VAESP, and Principal Education Officer (PEO), Exams and Assessments Unit, Vanuatu Ministry of Education and Training (MoET)
Duration of Assignment	Up to 40 days, May to September 2026
Open to	Local and international experts
Location	Port Vila or remote
Travel required	Nil
Working relationships	<ul style="list-style-type: none"> • MoET PEO Exams and Assessments Unit (EAU) • MoET Director of Education Services Directorate (ESD) • MoET Communications Officer • VAESP Team Leader • VAESP MERL Specialist • VAESP Data Scientist • VAESP Activity Coordinators (Quality Technical Managers) • VAESP Strategic Communications Coordinator • VANSTA Sensemaking Panel (EAU Officers, School Based Management (SBM) Unit Officers, Curriculum Development Unit (CDU) Officers for Primary and Secondary, Curriculum Advisor VAESP, Curriculum Specialist Impruvem Sekondari Edukesen)

Our Values



Program Overview

The Vanuatu Australia Education Support Program Phase II (VAESP II) is funded by the Australian Government's aid program and implemented in cooperation with the Government of Vanuatu (GoV). The program includes two components:

- a) Targeted support to the Ministry of Education and Training (MoET) to implement the Vanuatu Education and Training Sector Strategy (VETSS); and
- b) Provision of the Australia Awards Vanuatu Scholarships and professional development and networking opportunities for alumni.

VAESP II was designed to align with MoET's draft Corporate Plan (2018-20) and the National Sustainable Development Plan (NSDP). Specifically, VAESP Phase II was designed to support MoET's contribution to NSDP Pillar 1 (quality education and social inclusion) and Pillar 3 (stable and equitable growth). In addition, VAESP II aligned with MoET's Inclusive Education Policy and will support GoV's contribution to the Sustainable Development Goals.

MoET's Exam and Assessments Unit under the Education Services Directorate administers VANSTA, a standardised literacy and numeracy assessment, every two years with Year 4, 6, and 10 students. However, due to a multitude of factors, VANSTA was last delivered and analysed in 2021. VANSTA resumed administration in 2025, with EAU completing data entry and cleaning in May for analysis.

While data analysis is supported by VAESP through a data scientist, these analytical outputs require a specialist to interpret results in educational and policy terms and to translate them into a coherent reporting suite for school staff, policy-makers, and the public. To support ongoing sustainability of VANSTA development, administration and analysis, MoET seeks to understand how to continuously improve question strength, document lessons for administering VANSTA and automating elements of analysis. As such, a collaborative reflective approach is being used in the report development of the 2025 VANSTA exam.

For the purposes of this TOR, sensemaking refers to a facilitated collaborative process in which technical assessment findings are interpreted alongside contextual educational knowledge to develop shared understanding of trends, implications, limitations and potential responses.

The consultant will not be responsible for undertaking primary statistical analysis or psychometric modelling. These functions will be completed by the VAESP Data Scientist and EAU technical personnel. The consultant's role is to critically interpret analytical outputs, facilitate collaborative interpretation with MoET stakeholders, identify implications for policy and practice, support question-strength reflection, and develop technically accurate and accessible reporting products for multiple audiences.

Summary of Duties

The service provider will support the Ministry of Education and Training (MoET) and the Vanuatu Australia Education Support Program (VAESP) to interpret the VANSTA results and support effective communication of results through three stages. The VAESP MERL Specialist will act as the primary liaison between the consultant and the VANSTA Sensemaking Panel to support coordination, contextual interpretation, quality assurance and consolidation of feedback. All presentation and workshop materials must be reviewed by the MERL Specialist prior to dissemination or presentation.

1. Interpretation and sense-making

- a) Participate in briefing calls to ensure there is shared understanding of the calculation methods, scope of interpretation, audience needs, education operating context and the deliverable schedule.
 - b) Review all analytical outputs delivered by the Data Scientist, including descriptive tables, subgroup analyses, methodological notes, item analysis outputs, subgroup disaggregation
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Summary of Duties

summaries, confidence interval interpretation, proficiency-level analysis and methodological assumptions.

- c) Interrogate findings with the Data Scientist and EAU Principal Education Officer to query anomalies, confirm substantive meaning, and verify what the data does and does not support.
- d) Facilitate a sensemaking workshop (or series of short sensemaking workshops) with the VANSTA Panel and Data Scientist that explores the headline findings, their educational meaning, confidence in interpretation and high level item analysis, concluding in documented facilitation materials, workshop summaries, decision logs and agreed action points. Workshop and presentation materials may be developed in PowerPoint format.
- e) Facilitate a verification meeting with the VANSTA Sensemaking Panel and Data Scientist to finalise results interpretation, including presentation of revised findings and documented decisions in PowerPoint format.
- f) Validation presentation (co-presented with PEO EAU) of the final set of data to the Director of Education Services Directorate, including submission of presentation materials in editable PowerPoint format.

2. Question Strength Analysis

- a) Facilitate a question strength analysis workshop with the VANSTA Sensemaking Panel, analysing question reliability and strand measurement.
- b) Using reflections from the panel and industry best practice, develop evidence-informed recommendations regarding question reliability, strand coverage and future assessment refinement for consideration in subsequent VANSTA cycles, with the final set of recommendations included as an annex in the Technical Report.

3. Report drafting

- a) Populate an agreed template with structured recommendation logic linking assessment findings, proficiency levels, strand performance and item-analysis trends to evidence-informed recommendations for school, provincial and national level reporting. The framework must be developed collaboratively with the identified pedagogy specialists within the VANSTA Sensemaking Panel to support integration into automated R-language reporting workflows managed by the VAESP Data Scientist. The final framework must be submitted in an editable format and included as an annex to the Technical Report.
- b) Draft the Technical Report (including question strength analysis and recommendation logic), structured around the agreed headline findings with EAU, with narrative commentary that connects results to the assessment framework, curriculum, and prior reporting cycles, approximately 30–50 pages excluding annexes, including methodology summary, subgroup analysis commentary, limitations, recommendations, tables and visualisations suitable for technical and policy audiences. Deliverables must be submitted in editable Microsoft Word format and PDF.
- c) Incorporate feedback from at least two rounds of review by the Technical Advisory Group and communications leads. MoET and VAESP will provide consolidated feedback through nominated focal points. The consultant is expected to incorporate up to two rounds of consolidated feedback within the agreed scope of work. Additional review rounds or substantial restructuring requests may require amendment to timelines or level of effort.
- d) Participate in a final accuracy walk-through with PEO EAU, Data Scientist, MERL Specialist, and MoET and VAESP Strategic Communications Coordinators before final submission of the final technical report to Director ESD.
- e) Draft a Plain-Language Public Summary (4–6 pages) suitable for non-technical audiences, including simplified visualisations, explanatory notes and accessibility-conscious language.

Indicative Milestones			
	Description of Milestone	Indicative Due Date*	Means of Verification/ Acceptance
Milestone 1	VANSTA Sensemaking Presentation and Workshop(s)	12 June 2026	Completion of sensemaking workshop with EAU and submission of facilitation materials, presentation slides, workshop summary, decision log and agreed action points.
Milestone 2	VANSTA Verification Presentation	19 June 2026	Completion of verification presentation and submission of revised presentation materials and documented interpretation decisions.
Milestone 3	VANSTA Validation Presentation	24 June 2026	Completion of validation presentation to ESD and submission of final presentation materials in editable format.
Milestone 4	Question Strength Analysis Workshop	5 August 2026	Submission of revised workshop outputs and question-strength analysis recommendations incorporating consolidated feedback from EAU and panel appointed pedagogy experts.
Milestone 5	Recommendation Logic Matrix	20 August 2026	Submission of completed recommendation logic framework in editable format incorporating agreed decision rules and recommendation categories suitable for integration into automated reporting workflows.
Milestone 6	Final VANSTA Technical Report	15 September 2026	Submission of final Technical Report incorporating consolidated feedback from EAU and Panel members, including all agreed annexes and editable source files.
Milestone 7	Plain language summary	30 September 2026	Submission of Plain-Language Public Summary in an editable format incorporating consolidated communications feedback.

* Delivery timelines are dependent on timely access to cleaned datasets, analytical outputs, consolidated stakeholder feedback and availability of key MoET and VAESP personnel for workshops and review processes.

Selection Criteria

Qualifications

- Postgraduate qualification in psychometrics, educational measurement or a related discipline.
- Additional qualifications in education data management, or monitoring and evaluation will be an advantage.

Experience

- Minimum 7 years of experience writing technical and public-facing reports based on quantitative research, with a demonstrated ability to interpret statistical outputs accurately.
- Demonstrated experience in interpreting literacy and numeracy scale scores, proficiency-level classifications, effect sizes, confidence intervals, and the distinction between statistical and substantive

Selection Criteria

significance. The consultant does not need to produce these analyses but must be able to read, question, and correctly represent them.

- Demonstrated experience facilitating collaborative interpretation or sensemaking workshops with government stakeholders, technical teams or education sector partners in culturally and politically complex environments.
- Demonstrated portfolio of large-scale assessment or public-statistics reports (samples required upon shortlisting).
- Prior experience working in or with Pacific Island governments or development programs is highly desirable.

Knowledge and Skills

- Strong plain-language writing skills and familiarity with accessibility standards.
- Strong command of data visualisation
- Sound understanding of education statistics and interpretation of standardised testing results.
- Ability to translate complex findings into clear, actionable insights.

Personal Attributes

- Highly analytical and detail-oriented, with a commitment to data quality and accuracy.
- Proactive, solution-focused, and able to deliver under tight deadlines with minimal supervision.
- Collaborative, culturally sensitive, and able to work effectively with government counterparts and multidisciplinary teams.
- Committed to knowledge transfer and local capacity-building to ensure sustainability of data systems.
- Demonstrates integrity, confidentiality, and professionalism in handling sensitive data.
- ability to think and work politically, collaboratively and effectively at a range of
 - administrative levels in a cross-cultural setting

Child Protection

Tetra Tech International Development is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

The consultant must maintain strict confidentiality regarding all assessment datasets, school-level information, draft findings and internal discussions. All outputs, datasets, presentations and supporting materials produced under this consultancy remain the property of MoET and VAESP unless otherwise agreed in writing.

Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech International Development's commitment to technical excellence in gender equality, our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all of our programs to improve the livelihoods of the world's most marginalised groups.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

Terms of Reference | Psychometrician and Assessment Reporting Specialist

Development (now known as the Foreign and Commonwealth Development Office). Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.