



NAMIBIA TRAINING AUTHORITY

**TERMS OF REFERENCE TO SUBMIT
TEACHING-LEARNING AND
SUPPLEMENTARY MATERIALS FOR
TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (TVET)**

[FOR EVALUATION AND APPROVAL]

2018

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A. INTRODUCTION

The invitation by the Namibia Training Authority (NTA) to submit teaching-learning and supplementary materials pledges to solicit quality training materials for use to enhance the quality of training in TVET in Namibia. This document gives a synopsis of the process for submission, evaluation and approval of the most suitable teaching-learning and supplementary materials for use in the Technical and Vocational Education and Training (TVET) by both public and private training providers in Namibia. Approved textbooks and supplementary materials will be listed in the Textbook Brochure provided by TVET regulatory body which is Namibia Training Authority. Training providers will be expected to select textbook titles appropriate for their context and purchase those directly from the publishers.

B. EVALUATION - APPROVAL PROCEDURES AND REQUIREMENTS

(I) Teaching-Learning and Supplementary Materials required:

Teaching and Learning Materials: Textbook [*hard copy and electronic version (pdf)*] for use by both TVET trainers and trainees

Supplementary Materials: Wall Charts only

NB. A Textbook and wall charts for an occupation/subject is regarded as **one submission**

(II) Occupations/Subjects for which Teaching-Learning and Supplementary Materials are required:

- ✓ Air-conditioning and Refrigeration Levels 1-4
- ✓ Bricklaying and Plastering Levels 1- 4
- ✓ Clothing Production Levels 1- 4
- ✓ Office Administration Levels 1- 4
- ✓ Plumbing and Pipefitting Levels 1- 4
- ✓ Solar Equipment Maintenance and Installation Levels 1- 5

(III) Qualification Requirements

Publishers must be legally incorporated and registered and provide a valid certificate of incorporation and legal operation¹. Foreign publishers represented in Namibia by a legal incorporated and registered company also qualify to take part in this activity provided there is a valid representation contract² with a Namibian company. Publishers **must** have experience in publishing TVET related textbooks.

(IV) Definition of Approved Teaching-Learning and Supplementary Materials

Approved textbook and wall charts are those that have been evaluated and approved by the TVET regulatory body i.e. NTA in accordance with the specified criteria.

(V) Duration of Approved Teaching-Learning and Supplementary Materials Status

Any textbook awarded an 'Approved' status will be maintained on the Textbook Brochure for period for which the curriculum is valid i.e. approx. 5 years. The NTA cannot bear any responsibility for marketing approved textbooks to TVET providers. Neither can the NTA accept any responsibility if approved textbooks fail to achieve acceptable sales.

(VI) The Maximum number of approved textbooks per occupation/subject

A maximum of three (3) titles/textbooks per occupation/subject will be approved. This is done to retain the widest possible choice of competing textbooks from which both public and private TVET providers can select the titles/textbooks they wish to use. In addition, this limit is imposed to ensure the possibility of good sales, print runs and the lowest prices through good cost effectiveness. For that reason, textbook evaluation will therefore be competitive, **with the best scoring being approved up to the specified maximum number of titles on condition that minimum quality requirements have been met.**

(VII) Submission requirements

Evidence that the publisher satisfies the qualification requirements

- A statement of how unit standards are grouped into topics/chapters in the textbook submitted
- Each publisher is allowed only one submission per occupation/subject.
- Publishers should submit **four (4)** textbook samples copies set to type and with all specified artwork per submission.
- A separate dummy/final textbook must be submitted in support of each textbook title included in the submission for evaluation and approval. The following information should appear on the cover page: **(book title; occupation/subject name; ISBN)**
- All submissions will be evaluated solely in terms of their suitability for the requirements of the **unit standards**
- All sample textbook copies submitted for evaluation and approval should be anonymous. Publishers should remove all titles, authors' names, publishers' names, logos, etc. from all samples intended to be seen by evaluation panels. Any sample copy with any such writing shall be disqualified from further analysis. Materials for evaluation will be provided to the evaluation panels without any evidence of origin
- Publishers should submit a covering letter specifying how the submitted textbooks meets the requirements of the **unit standards**. The letter should also bear anonymity
- A statement of the maximum prices at which the textbook (hard copy and electronic version) and wall charts will be offered for sale in **2019/2020** in Namibian Dollars. The prices quoted must remain valid for a period of not less than one (1) year
- A statement of copyright ownership, or the ownership of publication rights, of the materials submitted for evaluation

- A statement indemnifying the **NTA** against any claim against them arising from any breach of copyright in material submitted for evaluation or supplied to TVET providers as a result of the award of approved status
- A list of all authors, advisors, consultants, editors, or any other person associated with the textbook submitted for evaluation
- A statement that the publisher will grant a licence free of charge to the **NTA** for publication of Braille, large print and talking book editions of the submitted materials for trainees with special needs that is if the materials are approved; or that the publisher will itself publish and make available these materials at cost price if requested to do so by the **NTA**.

NB. Publishers must take full responsibility for the accuracy and completeness of everything submitted for evaluation. The evaluation panels will only evaluate what has been submitted by the publishers. If Publishers submit sample textbooks copies that have uncorrected errors, the panels will treat these errors as mistakes and will penalise them according to the evaluation criteria. The same principle applies to samples supplied for evaluation against technical requirements.

(VIII) Technical specifications

Publishers are expected to produce quality, affordable and durable textbooks. Approved textbooks should be strongly bound and finished to withstand constant handling and environmental conditions. The following specifications regarding minimum text paper, paper size, cover board and binding styles should be adhered to:

Failure to meet the specifications on titles submitted for evaluation or supplied to training providers will cause the disqualification of the title.

- **TEXT PAPER:** 80 gsm, white, wood free offset
- **PAPER SIZE:** A4 paper size is the preferred one for TVET textbooks by NTA
- **FORMATS:** NTA can only specify Portrait page layout. Other formatting features are left to the discretion of the publishers
- **COVER BOARD:** a minimum of 230 gsm one-sided coated white art (sulphate) board with grain direction parallel to spine and with 12-micron lamination or high gloss UV finish.
- **BINDING STYLES:** Thread-sewn sections with minimum four stitches, fully glued on spine and up to, but not exceeding, the hinges, using appropriate, flexible adhesives. Sections must be fully glued to covers to make a square spine. Cover four-scored to provide minimum 6 mm and maximum 8 mm hinges fully glued front and back.

NB. The application and use of appropriate glues, which maintain flexibility during the expected book life and do not dry out or crack, will be monitored during evaluation and usage.

(VIII) Composition of the Evaluation Panels

There will be a separate evaluation panel for each occupation/subject. The panel members will be recommended by the **Senior: Training Materials Development Coordinator** and will be approved by the **General Manager: TVET Regulation**. Each evaluation panel comprises of four (4) panellists i.e. 3 evaluators and a moderator. All three evaluation panellists should be subject specialist TVET trainers who have served as Technical Working Group (TWG) members for developing curriculum materials: at least one evaluator should have been involved in the development of Unit Standards and Qualifications. The moderator is the Training Materials Development Coordinators employed by the NTA.

All evaluation panellists will be carefully scrutinised to ensure that there are no conflicts of interest. No individual may be appointed as an evaluation panel member if s/he is in fulltime or part-time employment with a participating publisher, or if they are involved in the writing of textbooks in the occupation/subject being evaluated as authors, advisors, consultants, directors, shareholders, board members or are involved in any other way with a participating publisher. Evaluation panel members will be required to declare their interest that they have no conflict of interest as specified above.

(X) Notification of approval

As soon as the evaluation exercise is completed and the evaluation panel recommendations have been formally endorsed by the **NTA textbook committee**; all publishers will be notified in writing whether textbooks submitted have been “approved or not”.

(XI) Publishers’ access to evaluation marks

For the purpose of transparency, all publishers who submit titles for evaluation and approval will have a right to see the summary of the evaluation scores of their own titles submitted for evaluation. Publishers who wish to see their summary evaluation mark sheets must make an appointment with the Senior: Training Materials Development Coordinator. It should be noted that only the Summary Mark Sheets will be made available for publisher scrutiny in order to preserve the anonymity of the evaluators.

(XII) Resubmission of proposals

In the event that no title is / less than 2 titles is approved per occupation/ subject for which invitations for submissions are now being made, the NTA reserves the right to request submission of further materials.

(XIII) Submission packaging and labelling requirements

Each sample textbook plus the wall charts submission should be presented separately. All 4 sample textbooks plus the wall charts per occupation/subject should be packed in one large envelope with the following labels:

- ✓ Name and address of submitting publisher
- ✓ Words “Sample textbooks and Wall charts”
- ✓ Occupation/subject for which the submission is intended
- ✓ Proposed title of the textbook
- ✓ Name of author (s)

The envelope containing the supporting documentation should then be a separate sealed envelope, which should be labelled on the outside with the following information:

- ✓ Name and address of submitting publisher
- ✓ Words “Supporting Documentation

One copy of each of the following supporting documents needs to be included:

- ✓ The publisher’s letter of submission, which should include a statement of all submissions for all occupations/ subjects presented by the publisher for evaluation.
- ✓ A statement of how unit standards are grouped into topics/chapters in the textbook submitted
- ✓ Evidence that the publisher meets the qualification requirements (**valid certificate of registration and original certificate of good standing from the receiver of revenue**)
- ✓ Guarantee that the submitted textbooks meet or will meet the physical production specifications and the type requirements
- ✓ Dummy textbook in strict accordance with the specifications
- ✓ The copyright and licensing statements
- ✓ A statement of the maximum retail price at which the textbook will be offered for sale quoted in Namibian dollars.

(XIV) Opening of submissions

Submissions received from publishers will be officially recorded in a register kept specially for that purpose. All submissions will be recorded strictly in the order of receipt. All submissions will be maintained safely and unopened by the NTA until the closing time. At this time, they will be opened and processed for evaluation.

(XV) Review and amendment of the evaluation and approval procedures and documentation

On the basis of experience, the NTA will review and propose amendments to the evaluation and approval procedures and documents annually. The publishers and relevant stakeholders will be

informed of the timing of the annual reviews and will be able to forward their inputs to the review process as appropriate.

C. TEXTBOOK EVALUATION AND APPROVAL PROCESS

The process of textbook evaluation and approval will be managed by the **Senior: Training Materials Development Coordinator** who will be responsible for recommending suitably qualified evaluators identified by the Training Materials Development Coordinators. No evaluator will be recommended or approved who has an identified conflict of interest by virtue of an established connection with any participating publishing house. The evaluation panels will use the criteria and scoring systems as the basis for their assessments of each submission.

The following principles will apply in the evaluation and approval procedures:

- There will be a unique evaluation panel for each occupation/subject.
- The names of the appointed evaluation panel members will not be made public.
- No staff member of a submitting publisher may visit the premises of the NTA during the time of training or evaluation.
- **Training Materials Development Coordinators** will perform the technical evaluation of dummies and production specifications.
- Each evaluation panel member and each moderator will receive training in the techniques of textbook evaluation according to the criteria and approach and in the techniques and skills of moderation.
- To be eligible for approval a textbook must score a total of **85% i.e. (Criterion 4. 85%; Criterion 5. 90%; Criterion 6. 80%; Criterion 7. 85% Criterion 8. 85%)**. **Only 3 best scoring textbooks titles will be approved. Textbook titles which satisfy the requirements will be used as reference textbooks**
- Each evaluator will mark each submitted textbook individually, without prior consultation with other evaluators.
- The non-scoring evaluator (moderator) will be responsible for identifying any significant deviations that may occur in marking between individual evaluators. In the event that any significant deviation in marking cannot be explained or resolved, the moderator may recommend the disqualification of the marks of the deviant evaluator. After scrutiny and moderation, the marks of the individual evaluator will be totalled and averaged. Submissions that fail to reach key threshold levels (e.g. conformity to curriculum) will be disqualified. The best scoring, fully qualified submissions up to the maximum number permitted for each occupation/subject will be accepted as the approved textbooks.

- For each submission, a summary of the evaluators' marks for each submission will be required for approval. The **Textbook Approval Committee** may also wish, at its discretion, to inspect the individual evaluator's mark sheets. The **Senior: Training Materials Development Coordinator** will be expected to maintain a complete set of all evaluation documents for a period of at least one year after the formal evaluation and approval process has been completed.
- Publishers whose textbooks have been successfully evaluated and approved will be notified in writing as soon as the Textbook Approval Committee has confirmed the evaluation panel recommendations.
- The **Senior: Training Materials Development Coordinator** will be responsible for the production and publication of the annual Textbook Brochure. The Brochure will contain up to date prices and will be distributed to all TVET providers.

D. EVALUATION INSTRUMENTS AND SCORING SYSTEM

Four Mark Sheets will be used as evaluation instruments/tools and will be completed by different persons:

1. Mark Sheet I (Pre-evaluation requirements) will be completed by the TMD Coordinators
2. Mark Sheet II (Textbook evaluation sheet) will be completed by Evaluators
3. Mark Sheet III (Score sheet) will be completed by Moderators (TMD Coordinators)
4. Mark Sheet IV (Wall Charts evaluation sheet) will be completed by Evaluators

Evaluation Procedures:

- All evaluation submissions will be anonymous with nothing to identify either the publisher or the author except for a secret code marked on each sample submission.
- 3 sets of sample textbooks will be provided for each submission – one for each evaluator.
- Evaluators studies and becomes familiar with the requirements of Mark Sheets II and IV.
- TMD coordinators distributes textbooks and wall charts to evaluators randomly. Evaluators will not evaluate the same textbook at the same time.
- Each evaluator will spend time becoming familiar with the textbook and accompanying wall charts, then starts completing Mark sheets II and IV in pencil.
- Evaluators will be provided with a list of all unit standards in the specific occupation/subject as well as hard copies of unit standards documents.
- Evaluator submit completed Mark Sheets II and IV to the Moderator who will check it for correct completion. **NB: The moderator cannot intervene on evaluation issues.**
- When the moderator has checked and approved Mark Sheets II and IV the evaluator will then finalise the Mark Sheet II and IV in ink.
- Evaluator submits the final Mark Sheets II and IV to the moderator who will check and keep the Mark Sheets secure in order to complete Mark Sheet III.
- The evaluator will then continue with another submission and will repeat the procedure until every evaluator has completed the evaluation of all submissions.

E. RESPONSIBILITIES

(a) Evaluators

- ✓ Assess textbooks against specified evaluation criteria
- ✓ Compile evaluation reports for each submitted textbook
- ✓ Follow all procedures and rules
- ✓ Complete attendance register

(b) Moderators (NTA: TMD Coordinators)

- ✓ Respond to Evaluators' queries
- ✓ Ensure that evaluations are individual and not collaborative
- ✓ Ensure that all evaluators follow the required procedures and rules (e.g. no mobile phones) and stick to the fixed break times
- ✓ Check if all Mark Sheets are completed for accuracy and completeness
- ✓ Transfer the "ticks/checks" made by Evaluators to marks
- ✓ Check the addition of all marks
- ✓ Ensure that all evaluators have correctly and fully evaluated every submission
- ✓ Submit attendance register to the Evaluation Administrator (Senior: TMD Coordinator)
- ✓ Submit all final Mark Sheets to the Evaluation Administrator (Senior: TMD Coordinator) for secure filing upon completion of the evaluation.

NB. Moderators should periodically walk around and observe evaluators at work. They can intervene and correct if they see procedural errors, but they cannot intervene on evaluation issues.

(c) Namibia Training Authority

- ✓ To produce a Textbook Brochure
- ✓ To inform all TVET training providers in Namibia of all approved textbooks and wallcharts for purchase from publishers
- ✓ To conduct random checks to training providers to ensure that the quality and specifications of the textbooks are equivalent to, or exceed, the standards required by the Terms and Conditions of Evaluation and Approval.

(d) Publishers

- ✓ To make available for the duration of this contract sufficient quantities of textbooks for purchase by both public and private TVET training providers.
- ✓ To supply textbooks up to the minimum standards of production quality specified in the Requirements.
- ✓ To acknowledge the right of the Namibia Training Authority to disqualify any approved textbook where specifications differ from those evaluated and approved.

- ✓ To seek the prior approval in writing from the Textbook Evaluation Committee of the Namibia Training Authority before making any significant changes to the content or presentation or production standards of any approved textbook.
- ✓ To supply free of charge to NTA one (1) copy of each textbook prior to delivery of bulk stock to training providers. The samples will be examined and retained by NTA as a basis for comparison with the samples submitted by the publisher for the process of evaluation and approval and also with the stock supplied by the publisher to training providers.
- ✓ To grant free of charge to the NTA publication licenses for Braille, large print and talking book editions of any of the approved textbook upon request.
- ✓ To provide the textbook in an electronic format to training providers willing to purchase the electronic version
- ✓ The Publisher shall not assign in whole or in part its obligations to perform under this contract except with the prior written consent of the Namibia Training Authority

F. ACTIVITY SCHEDULE

WHAT?	WHO?	WHEN?
Formal invitation to submit teaching-learning and supplementary materials for evaluation to publishers (newspaper)	NTA	September 2018
Meeting for publishers considering submission	NTA	05 October 2018
Writing/preparation/adaptation of manuscripts by authors/publishers; design, lay-out, artwork, typesetting and preparation of full laser proofs, bound dummies and printed page proofs for submission	PUBLISHERS	November 2018 to 31 July 2019
Progress Report Meeting	NTA/PUBLISHERS	April 2019
Deadline for submission	PUBLISHERS	31 July 2019
Recruitment of evaluators	NTA	April 2019
Training of Evaluators	NTA	June 2019
Completion of evaluation	NTA	October 2019
Develop evaluation report and supporting documents	NTA	October 2019
Approval of recommendations by the Textbook Evaluation Committee	NTA	November 2019
Announcement of final Approved textbook List	NTA	December 2019
Preparation, publication and distribution of Textbook Brochure to Training providers	NTA	December 2019
Purchase of textbooks and supplementary materials from publishers	TRAINING PROVIDERS	January 2020
Textbooks to Training providers	TRAINING PROVIDERS	March 2020