**EU support to Reform of Education in Serbia**

**Contract no: 2019/405-242**

**TERMS OF REFERENCE**

***Senior NKE for TNA and training programmes development – QA in pre-university and higher education***

***Background:***

**Project Title:** EU support to Reform of Education in Serbia

**Ref:** EuropeAid/139264/DH/SER/RS

**Contract no**: 2019/405-242

**Main beneficiary:** Ministry of Education, Science and Technological Development (MoESTD)

**The overall objective of the project:**

To assist the Government of Serbia in implementing reforms in the education sector by improving the quality, equity and relevance of the education and training

**Purpose of the project:**

Strengthening institutional and human capacities of key institutions in the education sector to manage comprehensive education reform; and timely, efficient and effective coordination and implementation of the Sector Reform Performance Contract (SRPC)

**Components:**

C1. Institutional and human capacity building of key institutions to apply a sector-wide approach in the education sector

C2. Support for improving evidence-based policy making, monitoring and reporting in education

C3. Support for improving quality assurance mechanisms across the education system

C4. Support for raising awareness and visibility of education reforms and their benefits for Serbian citizens

C5. Support to the implementation of the Sector Reform Performance Contract in Education and maintaining a continued policy dialogue

**Expected Overall Project Results:**

* Strengthen institutional capacities for improved coordination and cooperation among education institutions
* Promote the system of inter-sectoral coordination and cooperation relating to the field of education
* Strengthen data collection capacities as a basis for monitoring and reporting on educational reforms
* Improve the information system in the education sector and utilization of data
* Develop the Education Development Strategy 2030 and the relating action plan
* Develop mechanisms for improving the national curriculum based on the results of international surveys (PISA, TIMSS, PIRLS, TALIS), final examination at the end of primary education and national testing
* Improve the system of external evaluation in pre-university education
* Improve the system of quality assurance in higher education
* Supporting MoESTD and stakeholders to develop and implement a communication strategy on reforms and SRPC
* Capacity building for MoESTD and other educational institutions for communication and visibility techniques
* Support to MoESTD and other public institutions in monitoring and reporting on the implementation of SRPC and support to policy dialogue in the field of education

***Component and related activities:***

This ToR refers mainly to **Component 3 of the project - Support for improving quality assurance mechanisms across the education system**

Activities to be implemented within this component are:

**Activity 3.2.** Improve the system of external evaluation in pre-university education

**Activity 3.3.** Improve the system of quality assurance in higher education

***Assignment objective(s)***

The assignment is related to the **Activities 3.2. and 3.3** more precisely to the tasks within the following sub - activities:

3.2.1. Prepare training programmes for strengthening the capacities of external evaluators, external associates and school associates to strengthen their capacities for evaluation and assistance to schools and teachers in accordance with the revised concept of external evaluation, and for strengthening schools' capacities for self-evaluation

3.2.2. Provide support for revising the Bylaw on Examination and Professional Development of Educational Advisors in line with the existing laws and international practices, as well as training advisors in order to strengthen their professional competencies for external evaluation

3.3.7. Design and conduct the training for reviewers engaged by the Commission for Accreditation in order to strengthen their professional capacities, with a specific focus on ethical standards and the minimum standards of quality of reviews in the accreditation of university institutions and study programmes

***Main tasks and duties:***

Senior NKE for Improvement of the system of external evaluation in pre-university education will work closely with other relevant Senior experts and support the Team Leader and Project Key Expert 2 in the delivery of activities and outcomes listed in the table below.

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| --- | --- | --- | --- |
| **Sub activity No** | **Task** | **Indicative input:** | **Expected deliverables:** |
| 3.2.1 | *3.2.1.1. Development of TNA methodology in cooperation with IEQE and MoESTD representatives*  *3.2.1.2. Carrying out* T*NA of external evaluators, external associates and school associates in line with demands of the new concept of external evaluation, further trainings, tools and materials necessary for supporting the process of external evaluation*  *3.2.1.3. Based on the TNA - Development of capacity building programme and materials for each target group in cooperation with IEQE and MoESTD representatives* | 40 WD | * TNA methodology developed, TNA conducted and a report containing identified training topics developed * Capacity building programme developed |
| 3.2.2 | *3.2.2.1. Carrying out training of external advisors and school professional associates in order to strengthen their professional competencies for external evaluation* | 10 WD | * Reports on training of advisors |
| 3.3.7. | *3.3.7.1. Development and implementation of TNA of* reviewers engaged by the Commission for Accreditation  *3.3.7.3. In accordance with TNA results - Development of training programme for reviewers engaged by the Commission for Accreditation with a specific focus on ethical standards and the minimum standards of quality of reviews in the accreditation of university institutions and study programmes*  *3.3.7.5. Development of the training in the form of online training*  *3.3.7.6. Selection of online training moderators*  *3.3.7.7. Implementing online training*  *3.3.7.8. Evaluation of training and follow up* | 40 WD | * TNA of reviewers engaged by the Commission for Accreditation completed and topics to be covered within training programme identified * Training programme for reviewers engaged by the Commission for Accreditation developed * Training programme transferred into an online form * Online training moderators selected * Online training implemented and report on the training including evaluation of training and follow up activities developed |
| **Total** |  | **90 WD** |  |

***Qualifications Required:***

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| *Qualifications and skills:*   * *A University Degree (where a university degree has been awarded on completion of three (3) years of study in a university or equivalent institution) in education, humanities, political science, pedagogy, psychology, andragogy, or other relevant human development subject or at least 5 years of relevant professional experience in addition to relevant General Professional Experience* * *Proficiency in written and spoken English* * *Have excellent oral and written communication and analytical skills* * *Have excellent team working abilities* * *Strong communication and presentation skills and the ability to transfer his/her knowledge effectively* * *Knowledge of Serbian language will be considered as an advantage* |
| *General Professional Experience:*   * *At least five (10) years, preferable seven (12) of proven professional experience in education sector* |
| *Specific Professional Experience:*   * *Minimum five (5), preferably seven (7) years of experience in:* * *Development and implementation of capacity building programmes* * *Cooperation with national authorities in the field of education* * *Implementation of Training Needs Analyses (TNA) activities* * Excellent knowledge of overall Serbian education system will be considered as an advantage * Experience in EU/donor–funded projects will be considered an advantage * Experience in academic national and international cooperation will be considered an advantage |

***Further requirements:***

The selected expert is not a Civil Servant or other staff of the public administration of the beneficiary country.

***Logistics and Timing***

The activities are planned to be carried out *in the period of April 2020 – February 2022*.

The exact starting date will be agreed at a later stage, pursuant to the expert’s approval by the Contracting Authority.

The number of working days foreseen for this assignment is up to **90** WDs.

***Reports***

The NKE shall provide the following reports by using the templates of the Project:

* Brief Mission Reports with a description of activities and outputs provided, at the end of each mission/month under this assignment. (*NKEs who work less than a month shall complete a mission report at the end of each assignment whereas long-term NKEs complete a mission report on a monthly basis)*
* Final Mission Report, no later than 1 week after completion of tasks under this assignment. This report will include a description of all activities and outputs provided by the NKE in the context of this assignment.

*Submission of reports:*

Draft mission report shall be submitted to the Team Leader and Project Director for review and comments at the end of the mission/month.

The final version of the mission report prepared in the relevant quality shall be submitted to the Team Leader and Project Director for review, comments and final approval. The reports shall be signed by the NKE and the Team Leader responsible for endorsing the report.

The report and all prepared documents shall be submitted in hard copy and in electronic version to the Team Leader of the project.

***Monitoring and Evaluation:***

The NKE shall work under the guidance and follow the instructions of the Team Leader and KE2. The NKE shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKE’s activities and outputs mentioned above may be adjusted by the Team Leader and KE2 at any stage in the implementation of the Project, depending on the evolving needs of the Project and main beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader and KE2 prior to each mission.

***Location:***

The NKE must deliver 100% of the input in Serbia. The project office in Belgrade will be the main operational base of this activity; however, if necessary, for the completion of the assignment, other locations throughout Serbia will be considered.

***Working Language:***

The working language is English. However, the Serbian language can be used whenever is deemed as necessary or required by Beneficiaries.