



Terms of Reference

Senior Non-key expert for NQF Registers

1. Project Background

The project has as main objective 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. The project is highly important for Serbia: its workforce, society and the economy. It helps building tools and mechanisms that will support bridging the gaps between demand and supply on the job market; will help creating a flexible, competent and employable workforce. It helps the world of education and training to understand the training needs and how to respond adequately; and it helps the world of work to articulate their needs

The project aims to support the development of the system by strengthening social dialogue; capacitating the NQF Agency staff and relevant partners; developing system-related legislation, procedures and guidelines for implementation of the system, as well as assisting the development of qualification standards and sector profiles; and implementing RPL.

The project will follow three main results for achievements of which 28 activities will be required. The main results are:

Result 1: Support and know-how provided during the process of making the NQF agency fully established and functional

- R1.1 Enhancing NQF agency organisation and capacity
- R1.2 Development of NQF register
- R1.3 Social dialogue between education/training institutions and social partners

Result 2: Process of developing sectoral profiles and qualification standards improved

- R2.1 Revision and development of sector profiles
- R2.2 Development of qualification standards

Result 3: Support provided in development of a functional recognition of prior learning system

- R3.1 Recognition of prior learning

2. Reference document

Terms of Reference of the Project: EuropeAid/138043/IH/SER/RS THE DEVELOPMENT OF AN INTEGRATED NATIONAL QUALIFICATIONS SYSTEM IN SERBIA

3. Terms of Reference Relevance

The assignment will contribute to the achievement of the planned outcomes of the Result2 by the development of the NQF Register in accordance with the Law on NQF. The expert will also have to consider the code system that will link the qualification framework with the professions in Serbia. A significant component of work is also the reflection on the link between the National Qualifications Framework and the EQF portal. All this will be the basis for the tender for preparation of an IT application.

4. Assignment objective(s)

The Expert will be engaged in the activities A 1.1.1., A1.1.2., A1.1.3. and A1.1.4 that are related to providing support to the process of making the NQF Register operational.

- Conduct comparative analysis of experience of three EU countries
- Discuss with MoESTD existing NQF framework and identify needed policies of the NQF Register
- Develop procedures for managing and keeping the NQF Register
- Participate in the preparation of required draft secondary legislation, including regulations and procedures for a reliable, valid, feasible, manageable, accurate and updated NQF register
- Develop technical specification for a proposed software solution for the Register, consisting of sub-register of national qualifications, sub-register of qualification standards, and sub-register of publicly recognized organizers of the activities in regard to education of adults (AOAEA). The developed proposal should be compatible with the corresponding European portal, i.e., to ensure successful linking of NQFS with EOF platform
- Discuss proposed solutions with MoESTD and Working Group
- Develop the coding system taking into account the KLASNOK and EQF classification systems.

5. Main Tasks/Activities

The Senior Expert in cooperation with Team Leader, Agency staff, WG, Councils, MoESTD and Stakeholders will:

- Prepare an overview of the current status of the NQF Register, including a benchmarking of good practices in the three EU countries.
- Analyse existing database of qualifications with an appropriate report
- Draft options and technical solutions for the proposed software solution for the registry
- Propose a solution for the coding system for the NQF Register in accordance with the law and the existing systems in the country
- Participate in the preparation of the final proposal of secondary legislation in the field of NQF Register
- Conduct discussion with MoESTD and the working group

6. Related Outputs

Under supervision of Team Leader and in cooperation with the Junior Analyst and Designer, the Senior Expert shall produce the following deliverables:

- Overview of the current state of affairs regarding the NQF Register, including comparative analysis of three EU countries.
- Analysis report of the existing qualification database
- Draft proposal of the form, content and registry links
- Draft options for a proposal for the software solutions for the NQF Register
- Coding system for NQF Register
- Minutes of the meetings with Working Group
- Short monthly reports (in accordance with paragraph 8)

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period June 2019 to October 2019, up to 30 working days. The assignment can be expanded if the needs of the project are such.

8. Reporting

The expert will deliver brief monthly reports in the English language on every last workday of the month s/he worked, with attached all written deliverables. The report will be attached to the expert's draft timesheet.

9. Expert profile TOR

A Senior Non-Key Expert with the following qualifications and skills is required for this task:

Qualifications and skills

- University degree, or equivalent 6 years of relevant specific professional experience following professional education (in addition to the required years of General professional experience)
- Excellent communication, reporting and teamwork skills
- Good writing and editing skills in Serbian
- Fluency in written and spoken English
- Computer literacy

General professional experience:

- A minimum of 10 years of general professional experience in education

Specific Professional Experience

- A minimum of 5 year experience in the area of vocational education
- Experience in conducting and coordinating different kind of analysis, instructions, regulation of procedures
- Experience in an EU funded project

Specific requirements for the assignment:

- Experience in setting up at least one qualification registry in the EU country
- Experience in setting up at least one national qualifications framework

Expert must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

The expert's performance will be assessed by the Team Leader and the Beneficiary's representative.