



Terms of Reference

Senior Non-key expert for NQF Methodologies and Qualification Standards

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

- R3.1 Enhancing NQF agency organisation and capacity
- R3.2 Development of NQF register
- R3.3 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 RESULT 2 by developing/revising the Methodology for developing the qualification standards with related guidelines and developing a Methodology with guidelines for integrating professional standards or job descriptions in the standard of qualifications in line with EU solutions and by training different target groups and preparing suitable material.

4. Assignment objective(s)

Expert will be engaged in the following activities A 2.2.1, A 2.2.2, A 2.2.3 that are related to providing support process for the development of Qualifications Standard:

- Prepare or revise Methodology for the development of Qualifications Standard with related guidelines
- Contributing in the preparation of the draft harmonized Rules on guidelines for the development of the Qualification Standards
- Prepare a training needs analysis related to the development of the Qualifications Standard
- Prepare a draft training plan, including training workshops; on-the-job training and coaching
- Prepare chapters on the training plan for the staff of the Agency for Qualifications in relation to the development of the Qualifications Standard
- Discussion with the Working Group on the draft training plan
- Prepare training materials and, specify training programs (if necessary)
- Conduct training and prepare a training evaluation report
- Prepare a comparative analysis of two to three countries on the relationship between professional standards and qualification standards
- Prepare a draft Methodology with guidelines for integrating professional standards or descriptions of occupations in the Qualifications Standard
- Discussion of methodology with MoESTD, working group and Agency

5. Main Tasks/Activities

The Senior Expert will, in cooperation with the Team Leader, the Agency for Qualifications staff, Working Group, Sectoral committees, MoESTD and stakeholders, provide:

- Guidelines and methodology for the development of qualification standards developed or revised
- Draft harmonized Rules on Guidelines and Methodology for the development of qualification standards
- Discussion with the working group on the draft training plan and the Guidelines for the development of qualification standards
- Analysis of training needs related to the development of qualification standards
- Draft training plan, including training workshops; on-the-job training and coaching
- Training materials and, if necessary, detailed training programs
- Prepared draft chapter on the training plan for the staff of the Agency for Qualifications in relation to the development of occupational

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:

- Methodology for development Qualification Standards with implementation Guidelines
- Methodology with Guidelines for linking Occupations and Qualification Standards
- Training needs analysis
- Training plan, programmes and materials
- Training for representatives of Agency, Sectoral councils, MoESTD and other institutions
- Training evaluation report

- Draft qualifications standards (result of the training)
- Minutes from Discussions regarding Training plan, Methodology with MoESTD, Working Group and Agency
- Brief monthly reports (as per paragraph 8)

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period June 2019 to the end of the project, up to 45 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 years in the area of vocational education
- Experience of coordinating different kind of analysis, focusing on preparing internal act, instructions, regulation of procedures

Specific requirements for the assignment:

- Leading the review of at least two systems analysis
- Experience in developing at least one feasibility study in the field of Education at different levels
- Experience in developing and analysing qualifications framework in minimum two countries

Experts 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.