



Terms of Reference

Senior Non-key expert for NQF Legislation

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 RESULT 1, RESULT 2 and RESULT 3 by providing draft versions of four needed sub legal act for the Methodology for the Development of Qualifications Standards, NQF Register (two acts) and RPL system.

4. Assignment objective(s)

Expert will be engaged in the following activities A1.2.1, A 2.2.1, A3.1.5 that are related to providing support to the process of making the NQF operational.

- Prepare four draft legal acts for related activities with written instruction
- Conduct discussions with MoESTD, Agency for NQF and Working Groups

5. Main Tasks/Activities

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

- Analyse the structure of activities for the related legal acts
- Conduct discussions with MoESTD, Work Groups and Agency for Qualifications
- Lead the discussion with other relevant stakeholders
- Prepare draft legal acts for NQF register, Qualifications Standard Methodology and RPL methodology, rules, procedures and written instructions

6. Related Outputs

Under supervision of Team Leader and in cooperation with the Beneficiaries the Senior Expert shall produce the following deliverables:

- Required draft secondary legislation (two acts), including regulations and procedures for a reliable, valid, feasible, manageable, accurate and updated NQF Register
- Required draft secondary legislation on Methodology for the Development of Qualification Standards
- Draft secondary legislation for RPL which can imply appropriate rulebooks, methodologies, procedures etc.
- Reports from the discussions with the Working Group and MoESTD of the sublegal act
- Short monthly reports (in accordance with paragraph 8)

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, from June 2019 to December 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

- Experience in developing legal acts in vocational and/or adult education
- Experience of preparing laws, sub laws, internal act or instructions or regulation of procedures
- Experience with the Serbian public sector would be considered an advantage
- Experience in an EU funded project

Specific requirements for the assign

1. Experience in developing Legal Acts in the field of Educations
2. Experience in developing Legal Acts for National Qualifications Framework

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.