



Project funded by the
European Union

STATE MATURA PROJECT



Ministry of Education,
Science and
Technological
Development

Terms of Reference

Junior Non-Key Capacity Building Coordinator

1. Project Background

The project Improving the Quality of Education by Introducing Examinations at the End of Secondary Education aims to support the development of a modern and efficient education system in the Republic of Serbia which should contribute to building a knowledge-based society.

The purpose of the project is to prepare the education system to implement the final examinations at the end of secondary education in the Republic of Serbia, as a contribution to improvement of the quality of education and higher participation in higher education.

The results to be achieved are:

1. The education system of the Republic of Serbia is prepared for the implementation of final examinations in secondary education.
2. Higher education institutions are prepared for a new way of enrolment of students.
3. Increased understanding of the public about the relevance of introducing final examinations in secondary education and its benefits for society.

Strengthening and building capacities and professional competencies of all relevant stakeholders to participate in the process of preparation, implementation and evaluation of final examinations is a main prerequisite for achieving Projects results. Needs analysis results, institutional and functional analysis results provide grounds for tailoring capacity building training programs that meet specific needs of each stakeholder and institution.

The scope of work of the Junior Capacity Building Coordinator is related to following Project sub components:

- 1.3.1 – 1.3.5 Capacity and training needs analysis of relevant stakeholders, in line with their mandates and roles in preparation and implementation of final examinations.
- 1.7.1 – 1.7.3 Functional analysis and capacity assessment of IEQE and IIE to efficiently deliver final examinations.
- 2.1.1; 2.1.4 Analysis of current practices in defining content of enrolment tests implemented by faculties; Trainings for higher education institutions representatives.

2. Reference document

Terms of Reference of the Project: EuropeAid/138188/DH/SER/RS, Improving the Quality of Education by Introducing Examinations at the End of Secondary Education.

3. Terms of Reference Relevance

The assignment will contribute to the achievement of the planned results of all three components by providing expertise in the field of needs and institutional analysis related to implementation of final examinations at the end of the Secondary Education as well as analysis of current practices in universities/faculties enrolment tests.

4. Assignment objective(s)

JNKE provides technical and organizational support to Senior Capacity Building Analyst, Senior Capacity Building Expert, Senior Organization Development Expert, Higher Education Enrolment Expert, KE 2, KE 3 and TL in preparing, conducting and reporting:

- Stakeholders Needs Analysis
- IEQE and IIE Institutional Capacities Analysis
- Analysis Of Current Practices in University Enrolment
- Trainings for all training groups

5. Main Tasks/Activities

The Junior Capacity Building Coordinator in cooperation with respective SNKEs, supports the Project Key Experts 2 and 3 in:

- Organization and logistics in conducting stakeholder's Training Needs Analysis; Institutional Capacity Analysis of Institute for Education Improvement and Institute for Education Quality and Evaluation; Analysis of current practices in defining content in faculties enrolment tests and preparing reports on these analyses
- Communicating training programs, training schedules and technically preparing training materials for all the defined training groups
- Organization of training sessions for all training groups
- Collect and organize all training reports and evaluations
- Organization and logistical support for meetings with stakeholders, institutions and faculties representatives
- Organization and logistical support for all workshops, focus groups, presentations, round tables, discussions and other sorts of gatherings related to Training Needs Analysis, Institutional Capacity Analysis and analysis of current enrolment practices at faculties
- Collecting, organizing and logistically support reporting on all the abovementioned gatherings and events
- Communicate with all the major stakeholders in relation to (1) Training Needs, Institutional Capacity and Enrolment Practices Analyses and (2) all types of trainings.

6. Related Outputs

Under supervision and in cooperation with respective SNKEs, KE2 and KE3 Capacity Building Coordinator shall produce the following deliverables:

- Timetables and plans for groups/partners meetings
- Templates for all meeting minutes/reports
- Groups/partners/institutions/individuals correspondence
- Inclusive lists of all participating partners/bodies/institutions/individuals with updated contacts
- Meetings/consultations/discussions agendas
- Lists of participants with all the relevant details
- Meetings/trainings/consultations preparation documents
- Prepared materials for all planned meetings/discussions/sessions
- Records of prepared materials for all types of planned gatherings

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period August 2019 to December 2021, up to 160 working days. The number of days is subject to extension as needed.

8. Reporting

The expert will deliver 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

Junior Non-Key Capacity Needs Coordinator:

Qualifications and skills

- University degree
- Excellent communication and reporting skills
- Strong organizational skills
- Excellent time and task management skills
- Proven team work and cooperation skills
- Excellent knowledge of English

General professional experience:

- At least 3 years of experience in coordination of teams and/or activities

Specific Professional Experience

- At least 3 years of relevant professional work experience in public sector, or international organizations
- Proficient use of Office package
- Excellent knowledge of Serbian education system

Specific requirements for the assignment:

1. Efficient multitasking and prioritizing
2. Efficient task oriented management in dynamic and demanding environment

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

10. Evaluation of work

The expert's performance will be assessed by Key Experts 2 and 3, the Team Leader and the Beneficiary's representative.