Terms of Reference

Senior Non-key Final Examination Analyst and Designer Expert

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.

Specifically, for the Result 1 activities will lead to the development of an appropriate organisational model for final examinations at secondary education level in Serbia. We will work collaboratively with key stakeholders in the education sector to form an effective and efficient model for the Serbia. Needed activities under this work will assist the beneficiary to review, amend and refine all aspects of the final examination organisational model. All activities are structured in eight interlinked activities:

Activity 1.1.0: Conduct a review of institutional and policy framework related to the final examination process in Serbia
Activity 1.1.1: Conduct a comparative review of institutional and organisational aspects of the final examination process in relevant EU Member States; develop recommendations for an appropriate model for Serbia
Activity 1.1.2: Organise a peer learning event with representatives of relevant countries who have introduced final examinations and integrate lessons learnt in project activities
Activity 1.1.3: Organise a study tour to a country which has successfully introduced and implemented final examinations at secondary level
Activity 1.1.4: Prepare a feasibility study on the organisational model for final examinations at secondary education level for Serbia (including an outline of all its institutional and organisational elements, human resources, lines of communications, organigram, legislative and institutional implications, costs, etc.)
Activity 1.1.5: Prepare a cost-effectiveness analysis of the planned final examinations system
Activity 1.1.6: Develop a consolidated organisational framework for the final examination in secondary education in Serbia

Activity 1.6.8: Provide support for the revision of the final version of the Concept of Final Examinations and by-laws

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 final examinations at secondary education level, reviews of institutional, policy and organisational aspects of the final examination process in relevant EU Member States, preparing feasibility study on organizational model of Matura and cost-effectiveness analysis of the planned final examinations system in Serbia.

4. Assignment objective(s)

Expert will be engaged in the following activities related to final examination:

- Conduct a review of institutional and policy framework
- Conduct a comparative review of institutional and organisational aspects of the process in relevant EU Member States
- Organise a peer learning event with EU MS countries and study tour to one of them
- Prepare a feasibility study on the organisational model and cost-effectiveness analysis of it
- revise of the final version of Concept of Matura

5. Main Tasks/Activities

The Senior Final Examination Analyst and Designer Expert in cooperation with Junior Final Examination Analyst and Designer, Peer Learning & Study Tour Expert and Cost-effectiveness Analyst Expert will support the Project Key Experts 2 and Team Leader in:

- Conducting a review of institutional and policy framework related to the final examination process
- Conducting a comparative review of institutional and organisational aspects of the final examination process in relevant EU Member States
- Organising a peer learning event with representatives of relevant countries
- Organising a study tour to a country which has successfully introduced and implemented final examinations at secondary education
- Preparing a feasibility study on the organisational model for final examinations
- Preparing a cost-effectiveness analysis of the planned final examinations system
- Developing a consolidated organisational framework for the final examination
- Providing support for the revision of the final version of Matura concept

6. Related Outputs

Under supervision of Key Experts 2 and in cooperation with the Junior Final Examination Analyst and Designer, Peer Learning & Study Tour Expert and Cost-effectiveness Analyst Expert the Senior Final Examination Analyst and Designer Expert shall produce the following deliverables:

- A review report on the institutional and policy framework related to the final examination process in Serbia by end of March 2019
- A comparative review report (desk study) on the institutional and organisational aspects of the final examination process in at least 5 EU Member States by March 2019
- Recommendations related to organisational model for Serbia by March 2019
- Recommendation for peer learning countries and study tour by April 2020
- Peer learning event in Belgrade with representatives of at least 5 countries by July 2020
- Study tour and information packs and agenda for it by September 2020
- Feasibility study by August 2019
- Cost effectiveness analysis by October 2020
- Organizational Framework report for the final examination in secondary education in Serbia by October 2020
- Final version of the Concept of Final Examinations is prepared and relevant by-laws are revised based on input from pilot phases and public debates by November 2021

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, EU MS country, in the period from March 2019 to November 2021, up to 156 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

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 secondary education (in addition to the required years of General professional experience)
- Excellent communication, reporting and teamwork skills
- Good writing and editing skills in Serbian and English
- 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 final examinations in secondary education
- Experience of coordinating different kind of analysis, focus on preparing feasibility or cost-effectiveness analyses

Specific requirements for the assignment:

1. Leading the review of at least two institutional or organisational analysis
2. Experience in developing at least one feasibility study

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.