



## STATE MATURA PROJECT

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### Terms of Reference

#### Junior Non-Key Logistic 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 Logistic Coordinator is related to following Project sub components:

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

Activities 1.3.1 – 1.3.5: Capacity and training needs analysis of relevant stakeholders, training design and delivery

Activities 1.6.2, 1.6.5: Organize and deliver first and second pilot final examinations in gymnasiums, VET schools and art schools

Activities 1.7.1 – 1.7.3: Functional analysis and capacity development of IEQE and IIE to efficiently deliver final examinations.



## 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 the Component 1 by providing expertise in the following fields related to implementation of State Matura at the end of the Secondary Education: peer learning and study visits; piloting Matura examinations: needs and institutional analysis.

## 4. Assignment objective(s)

Junior Logistic Coordinator provides technical and organizational support to Senior Capacity Building Analyst, Senior Capacity Building Expert, Senior Organization Development Expert, KE 2, KE 3 and TL in preparing, conducting and reporting:

- Stakeholders Needs Analysis
- IEQE and IIE Institutional Capacities Analysis
- Trainings for all training groups
- Pilots of Matura examinations

## 5. Main Tasks/Activities

The Junior Logistics 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
- Technical preparations and logistics related to training programs, training schedules and training materials for all training groups
- Organization of training sessions for all training groups
- Collect and organize training reports and evaluations
- Organization and logistical support for meetings with stakeholders and institutions representatives
- Organization and logistical support for all workshops, focus groups, presentations, round tables, discussions and other events related to peer learning, study tours, training needs analysis and institutional capacity analysis
- Collecting, organizing and logistically support ing reporting on all the abovementioned events
- Communicating with all the major stakeholders and partners
- Organization and logistical support for piloting final examination at the end of three and four-year education (first pilot in selected schools, second pilot in all schools in Serbia)
- Organization and logistical support of preparing study tour in selected country
- Organization and logistical support of peer learning event with relevant countries



## 6. Related Outputs

Under supervision and in cooperation with respective SNKEs, KE2 and KE3 Junior Logistic 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
- Materials for meetings/discussions/sessions
- Events records and reports
- Plans, materials and reports related with piloting
- Study tour communication, plans, reports and other relevant materials
- Peer learning related plans, materials and reports

## 7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period November 2019 to December 2021, up to 250 working days. The number of days is subject to extension as needed.

## 8. Reporting

The expert will report and submit all written deliverables to the respective Senior or Key Experts and the Team Leader. The expert work and its outputs will be recorded by the expert in the draft monthly timesheet.

## 9. Expert profile

### Junior Non-Key Logistic Coordinator:

#### *Qualifications and skills*

- University degree in social sciences or humanities
- Excellent communication and reporting skills
- Strong organizational skills
- Excellent time and task management skills
- Proven team work and cooperation skills
- Excellent knowledge of English
- Knowledge of Serbian will be considered an asset
- Proficient use of basic Office package



*General professional experience:*

- Minimum 5 years of professional experience in assisting implementation of operations and activities

*Specific Professional Experience*

- Minimum 3 years of experience HR, administration, organisation and logistic support
- Experience in assisting coordination of teams and/or activities
- Experience in providing logistic support for teams and/or activities
- Good knowledge of Serbian education system

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts.

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.