



STATE MATURA PROJECT

Terms of Reference

Two Senior Non-Key Trainers for Examination Items Development

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, the result 1, component 1 (Preparation of the education system in the Republic Serbia for the implementation of final examinations in secondary education) includes following activities:

Activity 1.3.2: Develop tailored capacity building programmes targeting the agreed stakeholders to organise and implement the final examinations in secondary education (including the training material).

Activity 1.3.5: Develop, implement and assess capacity building programmes targeting relevant stakeholders.

These activities and related trainings particularly target Working Groups in charge of delivering General and Art Matura examination items and tests as well as items and tests for the theoretical part of VET examination. Being one of the most demanding trainings in the whole capacity building program of the Project, Working Groups training related to production of tests and test items requires highest level of professional expertise of the trainers. Training programs should be developed on the basis of methodological rigor in testing and test items production; on specific demands of the tasks Working Groups are assigned for and, finally on the results of the Working Groups capacity needs assessment.

Capacity building programme and trainings will be tailored after those specific requirements and for each Working Group will be delivered accordingly



2. Reference document

Terms of Reference of the Project: Europe Aid/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 result of the component 1 by providing expertise in the aforementioned activities.

4. Assignment objective(s)

The assignment objective is to participate in implementation of activities 1.3.2 and 1.3.5 in collaboration with the Capacity Building Expert and KE3.

5. Main Tasks/Activities

Based on contemporary methodology of test and test items production, on specific demands for each Working Group and the results of the Working Groups capacity needs assessment, trainers will participate in the following activities:

- Identification of training topics and core training content
- Identification of specific topics, training content and suitable training format for each Working group
- Development and fine tuning of training programmes and training materials
- Training implementation
- Evaluation of working group results
- Preparation of training programmes for accreditation on the Minister's list
- Supervision of development of examination items, instruments, manuals and other examination related materials

6. Related Outputs

In cooperation with Capacity Building Expert and Working Groups Coordinator trainers shall produce the following deliverables:

- Training guidelines and training materials for the respective Working Group
- Training plans and evaluative training reports

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade in the period November 2019 to November 2021, up to 100 working days. The number of days is subject to extension as needed.

8. Reporting

The experts will report and submit all written deliverables to Key Expert 3 and the Team Leader. The experts work and outputs will be recorded by the experts in their draft monthly timesheet.



9. Expert profile

Experts with the following qualifications, skills and experience are required for this task:

Qualifications and skills

- University degree
- Excellent communication, reporting and teamwork skills
- Proficiency in quantitative research methodology
- Good knowledge of quality assurance methods and instruments
- Computer literacy
- Good written and spoken English
- Knowledge of Serbian language would be considered an asset

General professional experience:

- A minimum of 10 years of general professional experience in education
- Experience with the Serbian secondary education sector

Specific Professional Experience

- A minimum of 5 years of experience in learning assessment
- Participation in design and development of quality assurance system for Serbian education
- Experience in development and testing learning standards
- Experience in training for standard-based assessment
- Experience in training for standard/based items and tests development
- Experience in similar national and/or international project(s) would be considered an asset

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.