DEVELOPMENT OF AN INTEGRATED NATIONAL QUALIFICATIONS SYSTEM IN SERBIA

Terms of Reference

Junior Non-key expert in ISCED F-13 data collection and processing methods

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

- R3.1 Enhancing NQF agency organisation and capacity
- R3.2 Development of NQF register
- R3.3 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 all three Results by providing expertise in the placement of the existing higher education qualifications in ISCED F-13, draw up connecting tables between the existing classification and the new one in accordance with the Law on NQFS, thus contributing to the preparation of the relevant by-law (KLASNOKS Regulation).

4. Assignment objective(s)

Expert will be engaged in all the activities A2.1.1, A2.1.3 and A2.1.4 that include following:

- Situation analysis of existing qualifications (old-before Bologna and new) in higher education
- Proposes a link between the existing qualifications and placement in ISCED F-13 according to collected data
- Development of questionnaire for HEI

5. Main Tasks/Activities

The Junior Expert in cooperation with Team Leader, MoESTD, Qualification Agency will participate in:

- Preparation of a table on "old" qualifications in higher education (before Bologna) according to the agreed criteria: (institution, name of qualification, level of NQF, type of qualification ...).
- Development of a table of "new" higher education qualifications (after 2005), and related study programs by HEI, coded according to ISCED 2013f (four codes), type of qualifications and level of NQF.
- Development of electronic questionnaires and data processing by HEI s in order to collect relevant data related to the list of qualifications for higher education.

6. Related Outputs

Under supervision of Team Leader and beneficiary the Expert shall produce the following deliverables:

- Table of "old" qualifications in higher education (before Bologna) according to the agreed criteria.
- Table of "new" higher education qualifications (after 2005), and related study programs by HEI, coded according to ISCED 2013f
- Electronic questionnaires and data processing by HEI s to collect relevant data related to the list of qualifications for higher education.
- Brief monthly reports (as per paragraph 8)

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia in the period from December 2020 to the end of the project, up to 20 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

A junior Non-Key Expert with the following qualifications and skills is required for this task:

Qualifications and skills:

- College degree, or relevant professional experience of minimum 3 years in addition to the required years of the General professional experience
- Excellent communication, reporting and teamwork skills
- Good writing and editing skills in English
- Fluency in written and spoken English
- Computer literacy

General professional experience:

- A minimum of 5 years of general professional experience in education

Specific requirements for the assignment:

- A minimum of 3 years of experience working with data in the field of education
- Experience in coordination of survey process in field of education, participation in data interpretation and report development, writing instructions for conducting research
- Experience with the Serbian public sector would be considered an advantage
- Experience in an EU funded project would be considered an advantage
- Preparing of at least two survey reports (design, preparation and updating of databases for data entry and data processing, participation in the development of instruments and selection of data collection methods, data processing in SPSS and Excel, data visualization for reporting purposes (graphs, tables …))

Expert 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.