EU support to Reform of Education in Serbia

Contract no: 2019/405-242

TERMS OF REFERENCE

Senior NKE Trainer in External Evaluation

Background:

Project Title: EU support to Reform of Education in Serbia
Ref: EuropeAid/139264/DH/SER/RS
Contract no: 2019/405-242
Main beneficiary: Ministry of Education, Science and Technological Development (MoESTD)

The overall objective of the project:
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

Purpose of the project:
Strengthening institutional and human capacities of key institutions in the education sector to manage comprehensive education reform; and timely, efficient and effective coordination and implementation of the Sector Reform Performance Contract (SRPC)

Components:
C1. Institutional and human capacity building of key institutions to apply a sector-wide approach in the education sector
C2. Support for improving evidence-based policy making, monitoring and reporting in education
C3. Support for improving quality assurance mechanisms across the education system
C4. Support for raising awareness and visibility of education reforms and their benefits for Serbian citizens
C5. Support to the implementation of the Sector Reform Performance Contract in Education and maintaining a continued policy dialogue

Expected Overall Project Results:
• Strengthen institutional capacities for improved coordination and cooperation among education institutions
• Promote the system of inter-sectoral coordination and cooperation relating to the field of education
• Strengthen data collection capacities as a basis for monitoring and reporting on educational reforms
• Improve the information system in the education sector and utilization of data
• Develop the Education Development Strategy 2030 and the relating action plan
• Develop mechanisms for improving the national curriculum based on the results of international surveys (PISA, TIMSS, PIRLS, TALIS), final examination at the end of primary education and national testing
• Improve the system of external evaluation in pre-university education
• Improve the system of quality assurance in higher education
• Supporting MoESTD and stakeholders to develop and implement a communication strategy on reforms and SRPC
• Capacity building for MoESTD and other educational institutions for communication and visibility techniques
• Support to MoESTD and other public institutions in monitoring and reporting on the implementation of SRPC and support to policy dialogue in the field of education

Component and related activities:
This ToR refers mainly to Component 3 of the project - Support for improving quality assurance mechanisms across the education system
Activities to be implemented within this component are:
Activity 3.1: Develop mechanisms for improving the national curriculum based on the results of international surveys (PISA, TIMSS, PIRLS, TALIS), final examination at the end of primary education and national testing
Activity 3.2: Improve the system of external evaluation in pre-university education

Assignment objective(s)
The assignment is related to the Activities 3.1 and 3.2, more precisely to the tasks within the following sub-activities:
3.1.3. Conduct an analysis of the Catalogue of Programmes for Professional Development of Teachers in relation to the newly developed curriculum, legislation and results of the international and national testing of student achievements and suggest measures for its advancement in order to improve quality of professional development of teachers
3.2.1. Prepare training programmes for strengthening the capacities of external evaluators, external associates and school associates to strengthen their capacities for evaluation and assistance to schools and teachers in accordance with the revised concept of external evaluation, and for strengthening schools' capacities for self-evaluation
3.2.2. Provide support for revising the Bylaw on Examination and Professional Development of Educational Advisors in line with the existing laws and international practices, as well as training advisors in order to strengthen their professional competencies for external evaluation
3.2.4. Provide expert support to MoESTD and IEQE in the process of revising the concept and implementation of the final exam at the end of primary education in order to support the mechanism of self-evaluation of schools
**Main tasks and duties:**

Senior NKE - Trainer in External Evaluation will work closely with other relevant Senior experts and support the Team Leader and Project Key Expert 2 in the delivery of activities and outcomes listed in the table below.

<table>
<thead>
<tr>
<th>Sub activity No</th>
<th>Task</th>
<th>Indicative input</th>
<th>Expected deliverables:</th>
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<tbody>
<tr>
<td>3.1.3</td>
<td>3.1.3.1. <em>Analysis of the Catalogue of Programmes for Professional Development of Teachers</em></td>
<td>75 wd</td>
<td>• Report on analysis of the Catalogue of Programmes for Professional Development of Teachers including recommendations for further improvement of the catalogue developed and available for consultations</td>
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<td>3.1.3.2. TNA analysis among teachers</td>
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<td>• Discussions on recommendations for improvement of the catalogue conducted and recommendations approved</td>
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<td>3.1.3.2. Development of recommendations for improvement of the catalogue</td>
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<td>3.1.3.3. Implementation of discussion sessions on recommendations for improvement of the catalogue</td>
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<td>3.2.1</td>
<td>3.2.1.1. Development of TNA methodology in cooperation with IEQE and MoESTD representatives</td>
<td>64 wd</td>
<td>• TNA methodology developed, TNA conducted and a report containing identified training topics developed</td>
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<td>3.2.1.2. Carrying out TNA of external evaluators, external associates and school associates in line with demands of the new concept of external evaluation, further trainings, tools and materials necessary for supporting the process of external evaluation</td>
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<td>• One-day conference organised</td>
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<td>3.2.1.3. Based on the TNA - Development of capacity building programme and materials for each target group in cooperation with IEQE and MoESTD representatives</td>
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<td>• Capacity building programme developed</td>
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<td>3.2.1.4. Organisation of a conference for approximately 150 external</td>
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<td>• Training programme developed</td>
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<td></td>
<td>• Training programmes for strengthening the capacities of external associates and school associates to carry out external evaluation implemented and reports on training seminars developed</td>
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### 3.2.2 Carrying out training of external advisors and school professional associates in order to strengthen their professional competencies for external evaluation

- 3.2.2.1. Carrying out training of external advisors and school professional associates in order to strengthen their professional competencies for external evaluation
  - 10 wd - Reports on training of advisors

### 3.2.4 Review of the revised concept and implementation of the final exam at the end of primary education and development of the recommendations for further improvement

- 3.2.4.1. Review of the revised concept and implementation of the final exam at the end of primary education and development of the recommendations for further improvement
  - 15 wd
  - Report on review of the revised concept and implementation of the final exam at the end of primary education including recommendation for further improvement
  - Revised bylaw on implementation of the final exam at the end of primary education

### 3.2.4.2. Presentation of recommendations to MoESTD and IEQE representatives

### 3.2.4.3. Providing support MoESTD and IEQE in revision of the bylaw on implementation of the final exam at the end of primary education

| Total | 164 WD |

### Qualifications Required:

#### Qualifications and skills:

- A University Degree (where a university degree has been awarded on completion of three (3) years of study in a university or equivalent institution) in education, humanities, political science, pedagogy, psychology, andragogy, or other relevant human development subject or at least 5 years of relevant professional experience in addition to relevant General Professional Experience
- Proficiency in written and spoken English
- Have excellent oral and written communication and analytical skills
- Have excellent team working abilities
- Strong communication and presentation skills and the ability to transfer his/her knowledge effectively
- Knowledge of Serbian language will be considered as an advantage

#### General Professional Experience:

- At least ten (10) years, preferable twelve (12) of proven professional experience in
**Specific Professional Experience:**

- **Minimum five (5), preferably seven (7) years of experience in:**
  - Development and implementation of capacity building programmes
  - Development of Training Needs Analyses (TNA) methodologies and implementation of TNA activities
  - Supervision and evaluation of training seminars implementation
- Experience in analysing, developing and implementing training programmes for professional development of educational professionals will be considered an advantage
- Excellent knowledge of overall Serbian education system will be considered an advantage
- Experience in EU/donor-funded projects will be considered an advantage

**Further requirements:**

The selected expert is not a Civil Servant or other staff of the public administration of the beneficiary country.

**Logistics and Timing**

The activities are planned to be carried out *in the period of April 2020 - February 2022.*

The exact starting date will be agreed at a later stage, pursuant to the expert’s approval by the Contracting Authority.

The number of working days foreseen for this assignment is up to 164 WD.

**Reports**

The NKE shall provide the following reports by using the templates of the Project:

- Brief Mission Reports with a description of activities and outputs provided, at the end of each mission/month under this assignment. *(NKEs who work less than a month shall complete a mission report at the end of each assignment whereas long-term NKEs complete a mission report on a monthly basis)*
- Final Mission Report, no later than 1 week after completion of tasks under this assignment. This report will include a description of all activities and outputs provided by the NKE in the context of this assignment.

**Submission of reports:**

Draft mission report shall be submitted to the Team Leader and Project Director for review and comments at the end of the mission/month.

- The final version of the mission report prepared in the relevant quality shall be submitted to the Team Leader and Project Director for review, comments and final approval. The reports shall be
signed by the NKE and the Team Leader responsible for endorsing the report.

The report and all prepared documents shall be submitted in hard copy and in electronic version to the Team Leader of the project.

**Monitoring and Evaluation:**

The NKE shall work under the guidance and follow the instructions of the Team Leader and KE2. The NKE shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKE’s activities and outputs mentioned above may be adjusted by the Team Leader and KE2 at any stage in the implementation of the Project, depending on the evolving needs of the Project and main beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader and KE2 prior to each mission.

**Location:**

The NKE must deliver 100% of the input in Serbia. The project office in Belgrade will be the main operational base of this activity; however, if necessary, for the completion of the assignment, other locations throughout Serbia will be considered.

**Working Language:**

The working language is English. However, the Serbian language can be used whenever is deemed as necessary or required by Beneficiaries.