EU support to Reform of Education in Serbia  
Contract no: 2019/405-242

TERMS OF REFERENCE

Senior NKE for Support the preparation of reports on education reforms

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 to Component 5: Support to the implementation of the Sector Reform Performance Contract in Education and maintaining a continued policy dialogue

**Component 3 Component 5** aims to provide support for strengthening the capacities of the principal beneficiaries and stakeholders involved in the Sector Reform Performance Contract (SRPC) to implement and monitor and evaluate the efficiency and effectiveness of the implementation of the SRPC. The component includes support for all policy dialogue structures where a specific structure will be established tasked with the coordination, monitoring and steering of the implementation of the National Education Development Strategy, including its Action Plan and the Sector Reform Performance Contract in the field of education. The structures should support a dialogue on education reforms with relevant representatives, including civil society.

Activities to be implemented within this component are:

**Activity 5.1: 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**

**Assignment objective(s)**

The assignment is related to the Activity 5.1 - Sub-activity 5.1.1. Support the MoESTD to establish a functional reporting system for the implementation of the SRPC (e.g. preparation of reports on education reforms, preparation of self-assessment reports, establishment of channels of communication among relevant education stakeholders). More precisely to the tasks within the following tasks:

- **5.1.1.1. Support the preparation of reports on education reforms**
- **5.1.1.2. Support the preparation of self-assessment reports**
5.1.1.3. Support the establishment of channels of communication among relevant education stakeholders

**Main tasks and duties:**

NKE Senior for Curriculum and Textbook research 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>5.1.1.</td>
<td>5.1.1.1. Support the preparation of reports on education reforms</td>
<td>50 wd</td>
<td>▪ Support carried out; report that contains main recommendations developed</td>
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<td></td>
<td>5.1.1.2. Support the preparation of self-assessment reports</td>
<td></td>
<td>▪ Peer review, quality check and analyses related activities provided as support in reporting on education strategy</td>
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<td></td>
<td>5.1.1.3. Support the establishment of channels of communication among relevant education stakeholders</td>
<td>50 WD</td>
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<td>Total</td>
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**Qualifications Required:**

**Qualifications and skills:**

- A University Degree in Social Sciences (where a university degree has been awarded on completion of four (3) years of study in a university or equivalent institution) in education, humanities, political science, pedagogy, psychology, andragogy, 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 (or other local languages - Bosnian, Croatian, Montenegrin) will be considered as an advantage

**General Professional Experience:**

- At least five (10) years, preferable seven (12) of proven professional experience in policy development

**Specific Professional Experience:**

Minimum three (5), preferably five (7) years of experience in any of the following fields:

- Experience in conducting various education-related analyses, research and preparing reports
- Evaluation of policy documents, impact analysis, methodologies and tools in the field of education
- Cooperation with national authorities
  - Experience in presentation and dissemination of research results will be considered an advantage
  - Knowledge of overall Serbian education system will be considered an advantage
  - Experience in EU and other international 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 - March 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 50.

**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.