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EU support to Reform of Education in Serbia

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Contract no: 2019/405-242

TERMS OF REFERENCE

Junior NKE for Improvement of data collection and monitoring capacity of the 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

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- 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

1) Component 2 of the Project - Support for improving evidence-based policy making, monitoring and reporting in education
and related activities:

Activity 2.1: Strengthen data collection capacities as a basis for monitoring and reporting on educational reforms

Activity 2.2: Improve the information system in the education sector and utilization of data

Assignment objective(s)

The assignment is related to the **Activities 2.1, 2.2**, more precisely to the tasks within the following sub - activities:

2.1.2. Conduct a gap assessment with relevant stakeholders (including education and non-education institutions, academic community, business community, civil society) to identify sources of data and the needs for monitoring and reporting on education reforms

2.1.4. Establish a system for monitoring and reporting on education reforms (e.g. by systematizing positions in the MoESTD in charge of data collection and reporting, reporting procedures, making reporting plans and timelines, communication channels for reporting)

2.1.5. Design and conduct training for quality assurance of data collection (e.g. school administrations)

2.2.2 Development of a plan for the availability of education data and methods for their utilization for different categories of users

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Main tasks and duties:

NKE Junior expert for Improvement of data collection and monitoring capacity of the education reforms will work closely with the relevant Senior expert, and support the Team Leader and Project Key Expert 2 in the delivery of activities and outcomes listed in the table below.

Sub activity N°	Task	Indicative input:	Expected deliverables:
2.1.2	<p>2.1.2.1. <i>Carrying out discussion with relevant partners on reports within activity 2.1.1 on gap assessment in data collection and monitoring of educational statistics, as an important basis for monitoring and evaluation of effectiveness of reformatory activities</i></p> <p>2.1.2.2 <i>Preparation of the final version of the gap assessment report on data collection and monitoring of educational statistics</i></p>	8 wd	<ul style="list-style-type: none"> • Preparation of the final version of the report on the gap assessment in data collection and monitoring of educational statistical indicators • The final version of the gap assessment report submitted to the MoESTD
2.1.4	<p>2.1.4.1. <i>Development of a plan for monitoring certain education reforms:</i></p> <ul style="list-style-type: none"> - <i>identification of the activities to be monitored</i> - <i>definition of indicators that will enable monitoring of introduced 'novelties'</i> <p>2.1.4.2. <i>Identification of staff profiles/team within MoESTD in charge of monitoring indicators for selected activities and preparation of monitoring reports</i></p> <p>2.1.4.3. <i>Preparation of reports on monitoring and reporting on educational reforms for MoESTD</i></p>	8 wd	<ul style="list-style-type: none"> • Consultations with experts from MOESTD on set of education reform goals and relevant indicators that should be monitored. • Proposal of the plan for monitoring and reporting on selected reforms prepared and approved by MoESTD • MOESTD staff profiles/teams tasked with monitoring of selected activities and writing monitoring reports identified • A report on monitoring and reporting on educational reforms submitted to MoESTD and approved
2.1.5	<p>2.1.5.1. <i>Analysis of procedures for data collection and quality assurance for school</i></p>	32 wd	<ul style="list-style-type: none"> ▪ Analysis of the school administrations procedures for data collection and their quality

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	<p><i>administrations</i></p> <p><i>2.1.5.2. Development of training programme for school administrations on collection, quality assurance and monitoring of educational data</i></p> <p><i>2.1.5.3. Carrying out training on collection, quality assurance and monitoring of educational data in all school administrations</i></p> <p><i>2.1.5.4. Analysis of the necessary changes in the existing work and documents of MOESTD in order to enable quality and valid data collection from the field and to ensure their quality and credibility</i></p>		<p>assurance developed</p> <ul style="list-style-type: none"> ▪ Training programme for school administrations and schools, pre-school institutions for educational data collection and their quality assurance elaborated (The programme for informing and training the representatives of school administrations (which data will be collected and why, how to collect data, what the collection procedure will look like and how the quality of collected data will be monitored and controlled). ▪ Report on the trainings conducted for school administrations. ▪ Recommendations of necessary changes in the existing work and documents of MoESTD in order to enable quality and valid data collection from schools and to ensure their quality and credibility <ul style="list-style-type: none"> • A report with analysis and recommendations submitted to MoESTD and approved
2.2.2	<p><i>2.2.2.1. Development of a plan for the availability of education data and methods for their utilization for different groups of users in accordance with the legislation of the Republic of Serbia</i></p> <p><i>2.2.2.2. Discussion on the Plan for the availability of education data and methods for their utilization for different groups of users and on the</i></p>	24 wd	<ul style="list-style-type: none"> • A plan for the availability of education data and methods for their utilization for different groups of users in accordance with the legislation of the Republic of Serbia (e.g. Law on personal data protection, etc.) developed • Discussion on the <i>Plan for</i>

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<p>Total</p>	<p><i>proposals for reporting methods to be applied by MOESTD</i></p> <p><i>2.2.2.3. Approval of a Plan for the availability and methods for utilization of education data for different groups of users in accordance with the legislation of the Republic of Serbia</i></p>	<p>72 WD</p>	<p><i>the availability of education data and methods for their utilization for different groups of users as well as on the proposed reporting methods organised and report on discussion prepared</i></p> <ul style="list-style-type: none"> <i>Plan for the availability of education data and methods for their utilization for different groups of users submitted to MOESTD and approved</i>
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Qualifications Required:

<p><u>Qualifications and skills:</u></p> <ul style="list-style-type: none"> <i>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</i> <i>Proficiency in written and spoken English</i> <i>Have excellent oral and written communication and analytical skills</i> <i>Have excellent team working abilities</i> <i>Strong communication and presentation skills and the ability to transfer his/her knowledge effectively</i>
<p><u>General Professional Experience:</u></p> <ul style="list-style-type: none"> <i>At least five (5) years, preferable seven (7) of proven professional experience in education sector</i>
<p><u>Specific Professional Experience:</u></p> <p><i>Minimum three (3), preferably five (5) years of experience in any of the following fields:</i></p>



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- Experience in qualitative and quantitative data collection, data analyses and reporting
- Experience in evidence-based policy making in education sector
- Experience in statistics on education system
- *Cooperation with national and international educational authorities will be considered an advantage*
- *Experience in 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 July 2021 - 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 72.

Reports

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

- Brief Monthly/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 Monthly mission report at the end of each assignment whereas long-term NKEs complete Monthly mission report each month)*
- 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.

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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.