Support to Education Policy

Contract no: 2024/458-683

ADVERTISEMENT

Junior Non-Key Expert on Evidence based policy making- monitoring, evaluation, reporting, EMIS

Background:

Project Title: Support to Education Policy

Contract no: 2024/458-683

Main beneficiary: Ministry of Education (MoE)

The overall objective of the project:

The overall objective (Impact) to which this action contributes is bringing about the broad, long-term change in the political, social, economic and environmental context by assisting the Government of Serbia to implement reforms in the field of education as foreseen in the national strategic documents and international commitments.

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)

The specific objective of the project:

The specific objective (Outcome) of this contract is to strengthen institutional and human capacities in the education sector to manage and coordinate a timely, efficient and effective implementation of sector policies (Education reform).

Main tasks and duties:

 Junior Non-Key Expert will work closely with the Project team and support the Team Leader in the activities and outcomes listed in the table below.

Activity	Sub-Activity	Indicative tasks	Indicative input:	Expected deliverables:
1.1.1	n/a	• Review of the sources from which the current EMIS indicators were derived • Updating the inventory of all current indicators used within EMIS • Evaluation of the definitions, calculation methods, and data collection processes for each indicator • Assessment of the extent to which these indicators are currently utilized in reporting mechanisms • Holding stakeholder consultations to gather feedback from users of the EMIS indicators • Comparison of the current indicators with those recommended by international organizations • Development of the report on EMIS indicators assessment and utilization with recommendations	8 wd	• Report on EMIS indicators assessment and utilization with recommendations
1.1.2	n/a	• Review of the data entry processes across various educational institutions to identify gaps and inconsistencies • Comparison of EMIS indicators with international standards and best practices • A review of existing reports and data outputs generated from EMIS • Report on enhancing data quality and quantity and reporting mechanisms with recommendations	8 wd	• Report on enhancing data quality and quantity and reporting mechanisms with recommendations with a roadmap for implementing the proposed improvements

1.1.3	n/a	• Review of the existing monitoring and reporting framework within the EMIS • Collecting feedback on the current monitoring and reporting processes from stakeholders • Development of recommendations to enhance the EMIS monitoring and reporting system • Development of the recommendation report on enhancing EMIS monitoring and reporting system	4 wd	• Recommendation report on enhancing EMIS monitoring and reporting system
1.1.4	n/a	• Indicative tasks: • Development of instruments for identifying key obstacles in data collection within the EMIS • Organization and implementation of focus groups and interviews • Development of the brief focus groups and interview report • Development of draft report on overcoming key obstacles in data collection within EMIS • Organization and implementation of consultations with stakeholders to obtain their feedback • Development of the final version report on overcoming key obstacles in data collection within EMIS	4 wd	• Instruments for identifying key obstacles in data collection within the EMIS • Lists of participants in focus groups and interviews • List of participants in stakeholder consultations • Report on overcoming key obstacles in data collection within EMIS with detailed implementation plan
1.1.5	n/a	• Development of interview questions targeted to meet the different roles of the interviewees • Organization and implementation of interviews with key personnel using EMIS • Writing brief report based on the conducted interviews • Development of general and specialized TNA instruments	4 wd	• Report on the interviews about the current institutional framework in order to determine the existing human capacity for the effective utilization of EMIS • TNA instruments (general and

		• Organization and implementation of TNA • Development of TNA report • Development of a capacity-building recommendations report based on the TNA results • • Preparation of a comparative analysis and recommendations for possible scenarios for the unit under whose jurisdiction the EMIS will be located		specialized by stakeholder role) • TNA Report • Capacity building recommendations report • Report on possible scenarios for the establishment of the EMIS unit
1.1.6.	n/a	• Development of a training/mentoring/coaching programme based on the TNA results • Organization and implementation of training programme to the Unit and related personnel	8 wd	• Capacity building programme for the Analytical Unit and related personnel • Report on implemented training programme
1.1.7	n/a	• Development of an organigram that maps out the data monitoring and reporting structure • Development of standardized reporting procedures • Development of guidelines for the effective publication of collected data	7 wd	• Organigram that maps out the data monitoring and reporting structure • Document on standardized reporting procedures • Guidelines for the effective publication of collected data
1.1.8	n/a	• Activity 1.1.8. Provide input for a comprehensive reporting system on the overall education system to define recommendations for reporting format, structure, content based on stakeholder needs, and frequency; create user manual to assist users in navigating the report	7 wd	• Report on consultations regarding reporting format, structure, and frequency and recommendations for an enhanced reporting system • User manual to assist stakeholders in navigating the reporting system efficiently
1.1.9	n/a	• Evaluation of the transparency of the data collection and updating processes	4 wd	• Report on recommendations for

		• Development of recommendations • Support to MoE in developing search and visualization tools		improving the open data portal • Report on provided support
1.1.10	n/a	• Support the ME for the establishment and functioning of the Working Group for the development of the Rulebook • Collection of all data and recommendations to be integrated into the Rulebook • Support of the Working Group for the preparation of the draft Rulebook • Consultation with the ME and finalization of the Draft	2 wd	• Draft Rulebook on EMIS
2.3.1		• Collecting and processing data for the reports on inclusive education through surveys, focus groups, and interviews and formulate recommendations for improvement in inclusive education • Development of Annual Statistical Report on Inclusive Education 2024/25 • Development of Annual Statistical Report on Inclusive Education 2025/26 • Development of a Thematic Report on Inclusive Education 2024/25 - 2025/26 • Development of National Report on Inclusive Education 2024/25-2026/27	30wd	• Annual Statistical Reports on Inclusive Education 2024/25 & 2025/26 • Draft Thematic Report on Inclusive Education 2024/25 - 2025/26 • Draft National Report on Inclusive Education 2024/25-2026/27
Total			**86 WD**	

Qualifications Required:

Qualifications and skills:

- A University Degree (where a university degree has been awarded on completion of three years of study in a university or equivalent institution) or at least 3 years of relevant professional experience in addition to 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:

- Six (6) years of proven professional experience in the education sector.

Specific Professional Experience:

- Minimum three (3), preferably five (5) years of experience in:
- Quantitative and qualitative research methods and/or international educational statistics methodology and monitoring frameworks
- Inclusive education policy, practice, and relevant data systems
- Use of analytics programmes and quantitative and qualitative data processing tools and data visualization (IBM SPSS, MS Excel, MySQL, MAXQDA, MS Power BI) will be considered as an advantage
- Experience in analysing data in education, using management information systems and indicators will be considered as an advantage

Logistics and Timing

The activities are planned to be carried out *in the period of* **March 2025 until August 2027.**

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 **86.**

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

The deadline for application is:

<center>**07 March 2025, 17:00**</center>

Only short-listed applicants will be contacted.

Please submit the application: CV (EU format), relevant diplomas and employment certificates by email to: snezana.pavlovic@weglobal.org; bojana.boskovic@weglobal.org

All applications will be considered strictly confidential.

For more information, please contact: snezana.pavlovic@weglobal.org