**Support to Education Policy**

**Contract no: 2024/458-683**

**ADVERTISEMENT**

**Ad No14/ ToR13. Senior Non-Key Expert for Inclusive Education and Higher Education**

***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:***

The Senior Non-Key Expert will work closely with the Project team, SNKE 6b, JNKE 5, and support the Team Leader in the activities and outcomes listed in the table below.

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| **Activity** | **Sub- Activity** | **Indicative tasks** | **Indicative input:** | **Expected deliverables:** |
| 2.4.1. | / | * Assessing the work and effectiveness of the current six model institutions’ operations on inclusive education (desk research) * Development of recommendations for improving and expanding this support mechanism to mainstream schools * Contribute to the development of a concept for the functioning of model schools through providing comparative examples from other countries | 10 WDs | * Assessment and recommendations report * Contribution to the concept paper for the functioning of Model schools |
| 2.4.2. | / | * Development of a manual for the horizontal learning model, using insights from the assessment * Piloting of the manual * Finalisation of the manual based on piloting findings | 8 WDs | * Report on piloting * Manual and pilot phase reports for the horizontal learning model |
| 2.4.3. | / | * Development of tools for the TNA * Participate in the Implementation of ToT programme | 2 WDs | * TNA tools |
| 2.4.4. | / | * Supporting the Ministry in identifying five potential mainstream schools for obtaining model institution status * Conducting assessment and needs analyses in identified five schools * Participate in the implementation of capacity-building for identified schools | 8 WDs | * List of identified five schools * Report on assessment and needs analyses in identified five schools |
| 2.4.5. | / | * Designing a model for monitoring the work and impact of model institutions by the Ministry of Education * Implement a consultative workshop with MoE on the proposed model | 14 WDs | * Final Model for monitoring the work and impact of model institutions |
| 2.11.3. | 2.11.3.1. | * Establish working group including representatives of MoE, HEI and representatives of associations of vulnerable groups of students * Prepare methodology (including instruments) for assessing the existing support mechanisms for vulnerable students * Gather data about types, quantity, quality, equity and effectiveness of support from HEI and students from vulnerable groups * Analyse data * Prepare recommendations to enhance the support mechanisms | 7 WDs | * Report on the current model based on the collected data and recommendations |
| 2.11.3. | 2.11.3.2. | * Develop a draft financial and non-financial supports model protocol based on the assessment and recommendations * Conduct consultation with key stakeholders (including representatives of vulnerable students) * Prepare the final draft protocol | 5 WDs | * Financial and non-financial supports model protocol * Report from consultations |
| 2.11.3. | 2.11.3.3. | * Prepare guidelines for providing support, including case studies of best practices * Ensure high visibility of guidelines through adequate digital placement | 6 WDs | * Guidelines * Report on the visibility of guidelines |
| 2.11.3. | 2.11.3.4. | * Create a communication plan for broad outreach * Create draft communication content meeting the needs of diverse vulnerable and exceptional groups to be promoted and distributed | 3 WDs | * Communication plan * Draft communication content |
| 2.11.3. | 2.11.3.5. | * Prepare templates and guidelines for implementing the interpreter service | 2 WDs | * Template and guidelines for interpreter service |
| **Total** |  |  | **65 WDs** |  |

***Qualifications Required:***

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| *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, as well as strong reporting 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:*   * Twelve (12) years of proven professional experience in the education sector. |
| *Specific Professional Experience:*  Minimum five (5), preferably seven (7) years of experience in any of the following fields:   * Extensive experience in inclusive education, impact assessment and evaluation * Proven record in developing practical education manuals and training curricula, as well as delivery of capacity building and mentorship programmes to schools * Expertise in initiatives regarding enhancing higher education and its institutions * A thorough knowledge aof the Serbian education system, relevant policies, and legislation is required for this position and will be regarded as a strong advantage. * Direct working experience with the Serbian education system institutions and its stakeholders on education reforms, institutional development and inclusive education will be considered a strong advantage |

***Logistics and Timing***

The activities are planned to be carried out *in the period of**August 2025 until March 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 **65.**

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

The deadline for application is:

**8 May 2025, 17:00**

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](mailto:snezana.pavlovic@weglobal.org); bojana.boskovic@weglobal.org

All applications will be considered strictly confidential.

For more information, please contact: [snezana.pavlovic@weglobal.org](mailto:snezana.pavlovic@weglobal.org)