# Terms of Reference

# Junior Non-Key Expert – Expert in Adult Education Quality Assurance System

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| **Project Overall Objective** |
| The overall objective of the project is to support the ongoing educational reform in bringing about the broad, long-term change in the political, social, economic and environmental global context which will stem from interventions as a response to the mismatch of labour supply and labour market needs.  The purpose of the project is:   * To improve the quality, relevance and accessibility of non-formal adult education in Serbia. |
| **Scope of Work and Outputs Requested** |
| Area of Expertise – The Expert in AE quality assurance system will support the EU funded project “Increased offer and diversification of accredited non-formal training courses and adult training providers” to effectively operate its core functions in the course of project implementation. The Expert will have hands-on experience in:   * preparing data for analysis based on agreed indicators, writing instructions for different target groups and organizing trainings for adults.   Areas of Responsibility- The expert will work closely with Team Leader and Key Expert 2 and Key expert 3, other experts, Project staff and other project stakeholders in order to enable and improved national quality assurance framework in the field of adult education.  The expert will support the work on the improving the existing quality system of adult education,  The project activities the expert will contribute:   * 1. Improved national quality assurance framework in the field of adult education   1.1.5. Prepare a proposal of standards and accompanying procedures and instruments for self-evaluation and external evaluation of PROAEA, in line with the comparative analysis and European policies (EQAVET, etc.), based on a thorough consultative process with relevant stakeholders;  1.1.6. Prepared a Guide for the organisers of adult education activities for the application of self-evaluation standards;  1.1.7. Prepare a proposal for the establishment of a process and document management system within the self-evaluation process, development of protocols for maintaining the IT system, including the specification for a digital solution (IT system);  1.1.8. Prepare a Guide for the organisers of adult education activities (PROAEA) for the process and documentation management within the self-evaluation process;  1.1.9. Prepare a Guide for the application of standards for external evaluation of PROAEA.  3.1 Capacities of the Qualifications Agency and the experts for the implementation of adult education activities (members of expert commissions) strengthened for the assessment and monitoring of the quality of NFE and the development of qualifications that can be acquired through non-formal education and informal learning  3.1.7. Develop training programme for the application of PROAEA external evaluation standards and for drafting a Report on external evaluation, in accordance with the Guide from 1.1.9;  3.1.8. Training and mentoring at least 20 Qualifications Agency’s employees and at least 50 members of expert commissions in the application of standards for PROAEA external evaluation and drafting a Report on external evaluation.  Expected results/deliverables:   * Support preparation of 1 Set of standards and accompanying procedures and instruments for self-evaluation and external evaluation of PROAEA; * Support preparation of 1 Guide for the organisers of adult education activities for the application of self-evaluation standards; * Support preparation of 1 Proposal for the establishment of a process and document management system within the self-evaluation process; * Support preparation of 1 Set of protocols for mantaining the IT system; * Support preparation of 1 Specification for a digital solution (IT system); * Support preparation of 1 Guide for the organisers of adult education activities (PROAEA) for the process and documentation management within the self-evaluation process; * Support preparation of 1 Guide for the application of standards for external evaluation of PROAEA; * Support preparation of 1 Training programme for the application of PROAEA external evaluation standards and drafting a Report on external evaluation; * Support implementation of the training program. |
| **Position Requirements** |
| Qualification & Skills   * University degree with minimum 4 years of studies (i.e. Bachelor’s degree) in relevant field – social sciences, natural sciences, political sciences, economics, management etc.; * Master degree will be considered as an advantage; * Excellent communication and reporting skills; * Fluency in written and spoken English and Serbian; * Adequate computer literacy.   General Professional Experience   * Minimum 5 years of general professional experience.   Specific Professional Experiences   * Minimum 3 years of experience in implementing quality assurance system in vocational education or adult education; * Experience in writing or participating in writing of at least three Guidance / Instructions in the field of education; * Knowledge of EU guidelines and indicators for ensuring the quality of adult education; * Practical experience in organizing trainings and supporting adults in training; * Experience in working on EU and/or other donor funded projects will be considered as an advantage. |
| **General information** |
| ***Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts. Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference.***  *Indicative Time of Engagement:* October 2024 – May 2026  *Place of performance:* Belgrade, Republic of Serbia  *Type of engagement:* Short-term position  Cover letter and CV in the attached EU format only, both in English, must be submitted by e-mail to [**projects@kpmg.rs**](mailto:projects@kpmg.rs) no later than 22.10.2024, titled: “Application for the position – JNKE – Expert in AE quality assurance system”. Please note that only CVs provided in this form will be considered.  References must be available on request.  Only short-listed candidates will be contacted. |