

## **OPEN TENDER FOR EDUCATION CONSULTANCY**

### DEVELOPMENT OF THE STUDY

#### ON TEACHER EDUCATION AND TRAINING (CONTINUOUS PROFESSIONAL DEVELOPMENT) NEEDS ANALYSIS SYSTEMS IN SOUTH EASTERN EUROPE

Education Reform Initiative of South Eastern Europe (ERI SEE) is opening this Tender for Education Consultancy, for the purpose of development of the Study on teacher education and training (continuous professional development) needs analysis systems in South Eastern Europe.

The study is commissioned by the Education Reform Initiative of South Eastern Europe, with the contribution from the Ministry of Education and Science of the Republic of North Macedonia.

The Study is to complement the work of the South Eastern European Teacher Education and Training (SEE TET) Network, composed of the representatives of the national agencies in charge of teacher education and training from Albania, Bosnia and Herzegovina, Croatia, North Macedonia, Montenegro, Moldova and Serbia, with envisaged participation of representatives from Kosovo\*. The SEE TET is coordinated and funded by the ERI SEE and European Training Foundation (ETF).

The Study should be delivered following the instructions laid down in the Terms of Reference.

This Tender is open from **20th February 2020 – 1st March 2020**.

The applications, in line with the specifications of the Terms of Reference, should be received on [office@erisee.org](mailto:office@erisee.org), with the subject line specifying: **Development of the Study on teacher education and training needs analysis systems in South Eastern Europe**, no later than 1st March midnight.

### **TERMS OF REFERENCE**

**TITLE OF CONSULTANCY:** Development of the study on teacher education and training (continuous professional development) needs analysis systems in South Eastern Europe

**ECONOMIES OF INTEREST:** Albania, Bosnia and Herzegovina, North Macedonia, Kosovo\*, Moldova, Montenegro, Serbia and Croatia

**SECTORS OF INTEREST:** general education and vocational education and training

**LANGUAGE OF THE STUDY:** English

**START DATE of the assignment:** 8th March 2020

**DURATION of the assignment:** from 8th March to 10th April 2020

**RESPONSIBLE TO:** Education Reform Initiative of South Eastern Europe (ERI SEE)

**EXPERIENCE AND QUALIFICATIONS REQUIREMENTS of the consultant performing the study:**

- Min. 6 years in education, of which min 3 years in education policy development
- Experience in conducting or participating in studies and research in education
- Experience in teaching is a plus
- Knowledge of English
- Knowledge of at least one language of the SEE is a plus
- University degree
- Good communication skills (verbal and written)

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## **BACKGROUND INFORMATION**

Education Reform Initiative of South Eastern Europe ([www.erisee.org](http://www.erisee.org)) together with the European Training Foundation have established the South Eastern Europe Teacher Education and Training (SEE TET) Network composed of the representatives of ministries and national agencies in charge of teacher education and training – continuous professional development – from 8 economies: Albania, Bosnia and Herzegovina, North Macedonia, Kosovo\*, Moldova, Montenegro, Serbia and Croatia.

The purpose of the SEE TET is to offer a platform for the exchange of expertise and experience, and provide suggestion for the improvements of the TET systems in the critical areas identified.

So far, critical areas identified have included the systems of needs analysis for teacher education and training, as well as digitalization. Various views presume that the current systems of teachers' continuous education and training do not tackle the most significant aspects of their needs; as well as that they do not synchronise and consolidate the needs of individual teachers on the one hand, and schools and decision makers on the other. In addition, how the results of the TET needs analysis influence policy making is not always evident.

## **DESCRIPTION OF THE CONSULTANCY/SCOPE OF WORK**

This regional study is to collect evidence for future improvements of the systems used for analysing teachers' needs for trainings and CPDs and for evidence-based policy making. The study is to focus on:

- The systems/methods currently used in each of the economies in question to assess the needs of teachers for continuous professional developments (CPD needs)
- Additional tools (on-line, or other) developed for the analysis of the needs
- Reflection of these established systems in the creation of catalogues for teacher education and training programmes/courses/activities (CPD offers)
- Level of cooperation between teachers, schools, regional bodies (if applicable) and ministries in creating those catalogues/courses/activities (CPD offer)
- Use of the results of needs analysis in policy making

The consultancy is to:

- Show, based on the analysis of the actual data available, the current situation in 8 participating economies regarding:

- how needs of teachers are identified and analyzed and at what levels (individual, school, regional, state...) per economy
- what tools and instruments are used in identifying and analysing the needs of teachers for CPDs per economy
- how these results of the identification and analysis are synchronized and consolidated among different levels (individual, school, regional, state...) per economy
- how the results of the needs identification and analysis are incorporated in the policy documents (plans, strategies, decisions) as well as in the official catalogues for teacher education and trainings per economy
- the conclusions on the situation across 8 economies – comparison of challenges
- identification of good practices existing in the region
- Provide recommendations for improvements, including a regional system/method meeting needs of all the participating economies
- list the sources used

**OUTPUT:**

Study on the teacher education and training (TET or continuous professional development - CPD) needs analysis systems in the South Eastern Europe

**EXPECTED ACTIVITIES include (but are not limited to):**

- A short written introduction of the assignment and description of methodology used
- Desk research on existing TET needs analysis systems in 8 economies
- Interviews with the representatives of the Teacher education and training agencies/Ministries/other bodies in charge, if applicable (from 8 economies) on systems and methods used
- Collection of information on specific tools used in 8 economies
- Written analysis and comparison of systems, methods and tools
- Summary of the study
- Written conclusions and recommendations
- List of literature and sources used

**IMPLEMENTATION ARRANGEMENTS:**

The study is to be developed in the period from 8th March to 10th April 2020.

Assistance in the development of the study is to be provided by the ERI SEE Secretariat and ETF, as well as the Steering group of the SEE TET, which is to provide information for the study on the systems of needs analysis. The contacts with the Steering group of the SEE TET will be facilitated by the ERI SEE Secretariat.

The questionnaires (and any other material or instruments prepared) to be used for the purpose of the study are to be discussed with ERI SEE prior to being disseminated to teachers/institutions.

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## APPLICATION PROCEDURE

**EXPERIENCE AND QUALIFICATIONS REQUIREMENTS** of the consultant doing the study:

- Min. 6 years in education, of which min 3 years in education policy development
- Experience in conducting or participating in studies and research in education
- Experience in teaching is a plus
- Knowledge of English
- Knowledge of at least one language of the SEE is a plus
- University degree
- Good communication skills (verbal and written)

## APPLICATION DOCUMENTS

A. Applicants (individual experts or a consultancy company/NGO/research institute/other organization) will need to submit the proof they meet the experience and qualifications requirements, attaching a **motivation letter, a detailed CV and a list of similar studies** in which they participated, showing their expertise in education matters, with links to where the studies were published and can be found.

B. In addition, the applicants will need to submit an **Offer for the delivery of the desired outputs**, describing:

1. the methodology to be used,
2. activity table with the specific actions, envisaged days, and timeline, and
3. budget estimation, describing costs of specific parts of the study development as well as the total amount.

## EXPECTED TIMELINE AND PROCEDURE

Task	Timing	Responsibility
Tender	20th February – 1st March 2020	ERI SEE with expert support of ETF
Analysis of the applications received and shortlisting of candidates	2nd March – 5th March 2020	ERI SEE with expert support of ETF
Decision	By 7th March 2020	ERI SEE
Contracting and start of the consultancy	By 8th March 2020	ERI SEE and selected candidate
Delivery of the first draft of the study	5th April 2020	Selected candidate
Commenting and finalisation	6th – 9th April 2020	ERI SEE and Selected candidate
Final study	10th April 2020	Selected candidate

Candidates will be shortlisted.

Interviews with the shortlisted candidates may be implemented via on-line tools.

The Offer for the delivery of the desired outputs is subject to negotiations.

The applications are to be submitted by 1st March 2020 midnight (CET).

The applications are to be sent on-line, to the e-mail address: [office@erisee.org](mailto:office@erisee.org); with the subject line specifying: **Development of the Study on teacher education and training needs analysis systems in South Eastern Europe**

Only applications received within the given time-frame and containing all the application documents will be considered.

*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence*