

## OPEN TENDER FOR EDUCATION CONSULTANCY

### DEVELOPMENT OF THE STUDY

#### ON ASPECTS OF EXTERNAL EVALUATION IN GENERAL EDUCATION, WITH FOCUS ON EXTERNAL EVALUATORS' INITIAL AND CONTINUOUS TRAININGS AND MONITORING 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 the external evaluation aspects in general education, with focus on external evaluators' initial and continuous trainings and monitoring in South Eastern Europe.

The study is commissioned by the Education Reform Initiative of South Eastern Europe (ERI SEE), 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 (SEE) Group of Experts in Quality Assurance in general education, composed of the representatives of national agencies in charge of external evaluation of institutions and/or knowledge from Albania, Bosnia and Herzegovina, Croatia, Kosovo\*, North Macedonia, Montenegro, Moldova and Serbia.

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

This Tender is open from **2nd March 2020 – 12th March 2020 (midnight)**.

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 aspects of external evaluation in general education in South Eastern Europe** no later than 12th March 2020 midnight.

### TERMS OF REFERENCE

**TITLE OF CONSULTANCY:** Development of the study on the aspects of external evaluation in general education, focusing on external evaluators' initial and continuous trainings and monitoring in South Eastern Europe

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

**SECTORS OF INTEREST:** General education

**LANGUAGE OF THE STUDY:** English

**START DATE of the assignment:** 15th March 2020

**DURATION of the assignment:** 15th March – 1st May 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 and understanding of external evaluation processes in general education
- 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)) has established the South Eastern Europe group of experts in QA in general education (hereinafter the SEE QA Network), composed of the representatives of national agencies in charge of external evaluation of institutions and/or knowledge in general education from 8 economies: Albania, Bosnia and Herzegovina, North Macedonia, Kosovo\*, Moldova, Montenegro, Serbia and Croatia.

The purpose of the SEE QA Network is to offer a platform for the exchange of expertise and experience among experts in the field of external evaluation in general education, and through regional activities and cooperation provide suggestions for the improvements of the external evaluation systems in critical areas identified.

Some of the critical areas identified so far include, among others, the systems of assuring the quality of work of external evaluators, through system of initial and continuous trainings and monitoring of the work of external evaluators, as well as the data management and further use of data regarding external evaluation of institutions and/or knowledge.

This study is commissioned to assist in the improvements in these aspects through regional activities.

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

This regional study is to collect evidence necessary for future improvements of the external evaluation systems in terms of assuring the quality of the work of external evaluators through systems of initial and continuous trainings and monitoring of the work of external evaluators. The study is to focus on each of the economies that participate in the study and in the SEE QA Network and to draw conclusions and recommendations for the SEE region on the basis of that.

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

- Introductory talk with the ERI SEE
- Development of methodology
- Desk research on existing external evaluation systems in 8 participating economies

- Interviews with the representatives of the agencies in charge of the external evaluation and other relevant stakeholders
- Collection of information on specific methods used in the 8 participating economies in the training and monitoring system of external evaluators
- Written analysis and comparison of systems, methods and tools
- Summary of the study
- Written conclusions and recommendations
- List of literature and sources used

**THE STUDY IS TO CONTAIN:**

- A short written introduction to the assignment
- Description of the methodology used
- A short description of external evaluation systems in each of the economies that participate in the study and in the SEE QA Network
- A description of principles of how the system of external evaluators are organized (selection, requirements, status etc)
- Analysis of existing methods, processes, material, practices used for initial training of the external evaluators
- Analysis of existing methods, processes, material, practices etc. used for continuous development of external evaluators
- Analysis of existing methods for supervision and monitoring of the work of external evaluators
- Summary of the systems across the region
- Identification of best practices across the region
- Recommendations for the improvements of the system of initial and continuous development trainings of external evaluators
- Recommendations for the improvements in the supervision and monitoring mechanisms of the work of external evaluators

**OUTPUT:**

Study on the aspects of external evaluation in general education, focusing on external evaluators' initial and continuous trainings and monitoring in South Eastern Europe

**EXPECTED FINANCIAL VALUE OF THE ASSIGNMENT:**

The maximum estimated value of the assignment is 5.000,00 EUR gross.

**IMPLEMENTATION ARRANGEMENTS:**

The study is to be developed in the period from 15th March to 1st May 2020.

Assistance in the development of the study is to be provided by the ERI SEE Secretariat, as well as the members of the SEE QA Network. The contacts with the SEE QA Network is to 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,**
  - **detailed CV,**
  - **list of similar studies conducted or participated in** (can be a part of the motivation letter or CV), showing their expertise in education and research matters, with links to where the studies were published and can be found.

B. In addition, the applicants will need to submit a competitive **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 (financial offer)**, describing costs of specific parts of the study development as well as the total amount.

## SELECTION:

Selection shall be made after the evaluation of the applications received. The basic principle governing the award procedure will be competitive tendering and sound financial management (principle of cost-efficiency and economy) following „the-best-value-for-money“ principle.

## EXPECTED TIMELINE AND PROCEDURE

Task	Timing	Responsibility
Tender	2nd March – 12th March 2020	ERI SEE with expert support of ETF
Analysis of the applications received and shortlisting of candidates	13th March – 15th March 2020	ERI SEE with expert support of ETF
Decision	15th March 2020	ERI SEE
Contracting and start of the consultancy	By 16th March 2020	ERI SEE and selected candidate

Delivery of the first draft of the study	By 12th April 2020	Selected candidate
Delivery of the second draft of the study	25th April 2020	
Commenting and finalisation	26th – 29th April 2020	ERI SEE and Selected candidate
Final study	1st May 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 12th 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 the aspects of external evaluation in general education**

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*