

Open Call for External Experts Within the Enhancements in The Quality of Education and Training in South Eastern Europe - EQET SEE Project

No. 1/2022

Published by: ERI SEE Secretariat

Purpose of the open call: to identify adequate experts with relevant expertise to be potentially included in the implementation of the EQET SEE project.

Duration of the open call: from 12 April 2022 - 30 September 2024

Contracting authority (Contractor): ERI SEE Secretariat

Related project: Enhancements in the quality of Education and Training in South Eastern Europe - EQET SEE

Funded by: Austrian Development Agency (ADA) with funding from Austrian Development Cooperation (ADC)

EQET SEE participating economies: Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Moldova, Republic of North Macedonia, Serbia.

Eligibility of experts: The call is open to individual consultants/experts or consulting companies. There is no restriction related to the country of origin.

Categories of external experts included in this open call for external experts:

1. External experts on gender
2. External experts on social sustainability
3. External experts on environmental sustainability
4. External experts on methodologies used in occupational and qualification standards for pre-tertiary VET
5. External experts on quality assurance in pre-tertiary education with focus on external evaluation of institutions
6. External experts on methodologies used in evidence gathering and analysis in pre-tertiary education
7. Translators and lectors
8. External experts for trainings on the implementation of curricula with work-based learning elements in pre-tertiary VET
9. External experts for developing teaching and learning material in pre-tertiary VET

Important note:

- One applicant can apply for more than one external expert category.
- One applicant may be hired for delivery of all, or some, expected deliverables listed within specific ToRs, depending on the relevant expertise, availability and financial conditions.
- Having in mind the repetitive nature of engagements, and possibility of contracting one applicant for more than one task, framework contracts shall be signed with the selected applicants; with specificities of each engagements being defined in separate annexes of the framework contract

Documents needed for application:

1. CV in Europass/other format demonstrating the expertise relevant for specific categories of this Call, as defined in the corresponding Terms of Reference
2. Relevant published papers and reports if applicable
3. 2 reference contacts (e-mail addresses or phone)



Background information - about the contracting authority and the project

The Education Reform Initiative of South Eastern Europe (ERI SEE) is a regional platform for cooperation in the field of education and training. ERI SEE is established by the Memorandum of Understanding on the Role and Organisation of the Education Reform Initiative of the South East Europe, signed at Brdo, Slovenia, on the 5th June 2010 (2010 Brdo MoU) as an international organization. ERI SEE supports sustainable education reforms through regional cooperation. It aims at fostering shared European standards in education and training for a rapid integration of its member countries into a wider European area of education, thus contributing to the success and sustainability of the EU integration process. ERI SEE takes into account both country-specific needs and demands in education reforms, as well as present trends in the development of the envisaged European area of education. Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, the Republic of North Macedonia, Moldova, Montenegro and Serbia. Kosovo* participates in ERI SEE activities as an associated partner. ERI SEE institutional structure consists of a Governing Board, a Consultative Body and a Secretariat.

One of the areas prioritized by the ERI SEE is Vocational Education and Training and its modernization. To address this area, ERI SEE, in cooperation with five economies is implementing the project Enhancing quality of education and training in SEE – EQET SEE project that aims to contribute to the reduction of youth unemployment in South Eastern Europe by supporting the development of labour-market oriented, socially inclusive and high quality education. The project will focus on increasing the labour market relevance of VET provision and enhancing quality assurance (aspects of external evaluation of institutions) in pre-tertiary education. It is coordinated with the regional networks: the Western Balkans Alliance for work-based learning (gathering the VET national agencies, and national chambers of commerce), qualification agencies, and QA agencies. More about the project is available [here](#).

The rationale for the VET strand of the project lies in the need for a higher cooperation between business and education sector, acquisition of labour-market relevant skills in education and training, greater representation of work-based learning elements in the curricula and adequate support to teachers and company instructors to implement these curricula. All this is to enhance the VET provision and consequently the employability of young people in the region.

To tackle the challenges identified above, the VET strand of the project will focus on:

1. Development of regionally-based, labour market oriented occupational (OS), qualifications standards (QS) and VET curricula incorporating work-based learning, and
2. Assuring quality of VET provision through developing supporting measures and material (guidelines for work-based learning, trainings for teachers and company instructors and teaching and learning material). All this will have an impact on the skills acquired by teachers, company instructors and pupils.

The rationale for the intervention in the QA aspects lies in the current over-administration and lack of partnership approach in the external evaluation processes. The focus on quality improvements should be enhanced (rather than on formal or administrative aspects), communication between policy-makers, policy-implementors and schools should be encouraged and greater investment into internal quality systems of the QA bodies implementing the external evaluation should be made.

To tackle the above, the focus of this project is on 1. Supporting external quality developments and quality culture through the revision of QA (external evaluation) methodologies, accompanying instruments and tools and 2. Supporting internal quality developments through regional quality standards, procedures and trainings for quality agencies themselves. This is to have an impact on a more efficient quality analysis and use of evidence for policy making, strengthening the quality culture at the school level and quality of work of external evaluators. Within the project, the new products and approaches will be piloted in a number of schools across the region.



The project will be implemented by the Education Reform Initiative of South Eastern Europe (ERI SEE) as the lead partner, in cooperation with the local partners European Training Foundation and WB CIF, strategic partners OeAD and Standing International Conference of Inspectorates (SI-CI) and target groups.

Application procedure:

1. Interested applicants should apply for the Open Call by sending documents listed under **Documents needed for application**
2. The documents shall be sent electronically on office@erisee.org with the subject line stating: Open Call no. 1/2022 for external experts within EQET SEE project – Expression of interest
3. The email should clearly state which category the application is applying for (please consult list **Categories of external experts included in this open call for external experts on, stated above**).
4. One applicant may apply for more than one expert positions.
5. The Contractor will analyse the submitted documentation and, on the basis of the general and advantage criteria described in the Terms of Reference for each category of experts, decide on whether to place the applicant into the ERI SEE Pool/Register of experts.
6. The Contractor will inform the applicant about the decision regarding the ERI SEE Pool/Register of experts.
7. The Contractor holds no obligation to contract the applicant after they have been placed in the Pool/Register of Experts. The decision to contract the applicant from the Pool/Register of experts shall depend solely on the EQET SEE project particular needs.
8. Upon particular need for experts arises within the EQET SEE project, the Contractor will contact eligible experts from the Pool/Register of Experts.
9. The final decision on contracting specific experts from the Pool of Experts will depend on the experts' expertise for specific tasks (please see the General and advantage criteria within specific ToRs below), their availability and financial conditions which will be negotiated with the Contractor.
10. The Contractor will start the legal procedure of formalizing the relationship with the applicants who are selected for implementing particular tasks.

Expert's Fee: To be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE)

Envisaged maximum budget per various categories of external experts, as defined by the EQET SEE budget:

- Experts/trainers (experts in occupational standards, qualification standards, teaching and learning material, curricula) – 35.200,00 EUR
- Experts/moderators, (experts in external evaluation, data gathering, methodologies) - 23.200,00 EUR
- Experts in social inclusion, gender matters and environment matters – 24.000,00 EUR
- Translation - 20.000,00 EUR

1.



Terms of Reference for External experts on gender equity

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- Providing expertise on the cross-cutting issue of the **gender equity for the project Enhancing quality of education and training in SEE - EQET SEE to be integrated in:**
 - o Development of regionally based occupational, qualification standards and respective teaching and learning material (VET strand)
 - o Development of quality assurance recommendations for implementing curricula (VET strand)
 - o Development of guidelines, methodologies and instruments for external evaluation (QA strand)
 - o Development of training modules for external evaluators in general education and VET (QA strand)
- Analysing the ADA strategic framework and relevant guidelines (Table 1: Relevant strategic framework).
- Increasing capacities of the members of the WBA4WBL and other EQET SEE meeting participants in the area of **gender equity**

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven expertise in gender equity (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 3 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in developing and implementing trainings
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

2. Advantage criteria

- Proven experience, knowledge or understanding of the process of developing standards of occupations and/or qualifications
- Proven experience in ensuring gender equity in agriculture and/or metal sector
- Proven understanding of the concept of skills identification
- Proven understanding of the process/experience in external evaluation of schools
- Knowledge of one of the EQET SEE languages¹

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

¹ EQET SEE languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Romanian, Serbian



III Type of activities for which the expertise will be required

The following activities will fit into the framework of the engagement of the gender equity (please note that one expert is not expected to cover all of the engagements. **Experts applying for the Pool of Experts should outline in their application for which activities they would like to be considered.** The engagements will be considered on the basis of proven experience and advantage criteria):

1. Analyse and comment on the input for regional meetings: proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector
2. Analyse and comment regional guidelines for incorporating WBL elements in curricula
3. Analyse and comment on regional quality assurance recommendations for the implementation of curricula
4. Analyse and comment on competences relevant for external evaluators
5. Analyse and comment on regional indicators for external evaluation instruments and tools for gender equitable schools
6. Provide expertise on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for gender equity
7. Develop recommendations for the integration of gender equity elements and indicators into regional methodology and guidelines.

IV Expected deliverables

The experts are expected to:

- Submit **analysis and comments** on:
 - proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector
 - regional guidelines for incorporating WBL elements in curricula
 - regional quality assurance recommendations for the implementation of curricula
 - competences relevant for external evaluators regional indicators for external evaluation instruments and tools for gender equitable schools
- Develop presentation on EU best practices in the context of gender equity
- Presentations and working group moderation
- Implement trainings on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for gender equity

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)



VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions).

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement. One expert may be tasked with one or more activities listed in section III.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports and updated or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Table 1: Relevant strategic framework - gender equity

Environmental, Gender and Social Impact Management (EGSIM) Manual	Download
Gender Equality and the Empowerment of Women and Girls	Download
Gender justice for better lives for all	Download
Policy paper on gender mainstreaming of agriculture related strategies	Download
Gender analysis on sector level	Download
Quality Assurance in COVID-19 Crisis Response: Gender Equality and the Empowerment of Women and Girls	Download
Human Rights Manual	Download
Focus: Vocational Education and Training	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



2.

Terms of Reference for

External experts on social sustainability

for the project Enhancing quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- Providing expertise on the cross-cutting issue of the **social sustainability for the project Enhancing quality of education and training in SEE - EQET SEE to be integrated in:**
 - o Development of regionally based occupational, qualification standards and respective teaching and learning material (VET strand)
 - o Development of quality assurance recommendations for implementing curricula (VET strand)
 - o Development of guidelines, methodologies and instruments for external evaluation (QA strand)
 - o Development of training modules for external evaluators in general education and VET (QA strand)
- Analysing the ADA strategic framework and relevant guidelines (Table 1: Relevant strategic framework with the focus on the first two documents).
- Increasing capacities of the members of the WBA4WBL and other EQET SEE meeting participants in the areas of social sustainability

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven expertise in social sustainability (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 3 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in developing and implementing trainings
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

2. Advantage criteria

- Proven experience, knowledge or understanding of the process of developing standards of occupations and/or qualifications
- Proven experience in ensuring social sustainability in agriculture and/or metal sector
- Proven understanding of the concept of skills identification
- Proven understanding of the process/experience in external evaluation of schools
- Knowledge of one of the EQET SEE languages²

² EQET SEE languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Romanian, Serbian



An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

III Type of activities for which the expertise will be required

The following activities will fit into the framework of the engagement of the social experts (please note that one expert is not expected to cover all of the engagements. **Experts applying for the Pool of Experts should outline in their application for which activities they would like to be considered.** The engagements will be considered on the basis of proven experience and advantage criteria):

1. Analyse and comment on the input for regional meetings: proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector
2. Analyse and comment regional guidelines for incorporating WBL elements in curricula
3. Analyse and comment on regional quality assurance recommendations for the implementation of curricula
4. Analyse and comment on competences relevant for external evaluators
5. Analyse and comment on regional indicators for external evaluation instruments and tools for socially sustainable schools
6. Provide expertise on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for social sustainability
7. Develop recommendations for the integration of social sustainability elements and indicators into regional methodology and guidelines.

IV Expected deliverables

The experts are expected to:

- Submit **analysis and comments** on:
 - proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector
 - regional guidelines for incorporating WBL elements in curricula
 - regional quality assurance recommendations for the implementation of curricula
 - competences relevant for external evaluators regional indicators for external evaluation instruments and tools for socially sustainable schools
- Develop presentation on EU best practices in the context of social sustainability
- Presentations and working group moderation
- Implement trainings on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for social sustainability

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions).



For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement. One expert may be tasked with one or more activities listed in section III.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports and updated or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Table 2: Relevant strategic framework - social sustainability

Environmental, Gender and Social Impact Management (EGSIM) Manual	Download
Focus: Parliaments and Poverty Reduction	Download
Poverty Reduction	Download
Peacebuilding and conflict prevention	Download
Good Governance	Download
Focus Paper on Migration and Development	Download
Manual Private Sector Development	Download
Persons with disabilities Inclusion: human right and mandate	Download
Quality Assurance in COVID-19 Crisis Response: Poverty reduction – Leave no one behind	Download
Quality Assurance in COVID-19 Crisis Response: Inclusion of Persons with Disabilities	Download
Quality Assurance in COVID-19 Crisis Response: Peacebuilding and Conflict Prevention	Download
Focus: Vocational Education and Training	Download
Human Rights Manual	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



3.

Terms of Reference for

External experts on environmental sustainability

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- Analysing the ADA strategic framework and relevant guidelines (Table 1: Relevant strategic framework with the focus on the first two documents).
- Providing expertise on the cross-cutting issue of the **environmental sustainability for the project Enhancing quality of education and training in SEE - EQET SEE to be integrated in:**
 - o Development of regionally based occupational, qualification standards and respective teaching and training material (VET strand)
 - o Development of quality assurance recommendations for implementing curricula (VET strand)
 - o Development of guidelines, methodologies, and instruments for external evaluation (QA strand)
 - o Development of training modules for external evaluators in general education and VET (QA strand)
- Increasing capacities of the members of the WBA4WBL and other EQET SEE meeting participants in the areas of environmental sustainability

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven expertise in environmental sustainability (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 3 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in developing and implementing trainings
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

2. Advantage criteria

- Proven experience, knowledge or understanding of the process of developing standards of occupations and/or qualifications
- Proven experience in ensuring environmental sustainability in agriculture and/or metal sector
- Proven understanding of the concept of skills identification
- Proven understanding of the process/experience in external evaluation of schools
- Knowledge of one of the EQET SEE languages³

³ EQET SEE languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Romanian, Serbian



An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

III Type of activities for which the expertise will be required

The following activities will fit into the framework of the engagement of the environmental experts (please note that one expert is not expected to cover all of the engagements. **Experts applying for the Pool of Experts should outline in their application for which activities they would like to be considered.** The engagements will be considered on the basis of proven experience and advantage criteria):

1. Analyse and comment on the input for regional meetings: proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector and respective teaching and training material
2. Analyse and comment regional guidelines for incorporating WBL elements in curricula
3. Analyse and comment on regional quality assurance recommendations for the implementation of curricula
4. Analyse and comment on competences relevant for external evaluators
5. Provide expertise on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for environmental sustainability
6. Develop recommendations for the integration of environmental sustainability elements into regional methodology and guidelines for external evaluation
7. Analyse and comment on regional indicators for external evaluation instruments and tools for environmentally sustainable schools

IV Expected deliverables

The experts are expected to:

- Submit **analysis and comments regarding environmental sustainability** on:
 - proposals for the regionally based occupational (RBOS) and regionally based qualification (RBQS) standards in agriculture and metal sector and respective teaching and training material
 - regional guidelines for incorporating WBL elements in curricula
 - regional quality assurance recommendations for the implementation of curricula
 - competences relevant for external evaluators
 - the integration of environmental sustainability elements into regional methodology and guidelines for external evaluation
 - regional indicators for external evaluation instruments and tools for environmentally sustainable schools
- Develop presentation on EU best practices in the context of environmental sustainability
- Presentations and working group moderation
- Implement trainings on best practice examples on EU and local external evaluation frameworks, methodologies, descriptors and indicators for environmental sustainability

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)



VI Scheduling, process, organization

The ToR is applicable during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions).

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement. One expert may be tasked with one or more activities listed in section III.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports and updated or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Table 3: Relevant strategic framework

Environmental, Gender and Social Impact Management (EGSIM) Manual	Download
Strategic Guideline on Environment and Development in Austrian Development Policy	Download
Focus: Climate change in ADC	Download
Quality Assurance in COVID-19 Crisis Response: Environment and Climate Action	Download
Quality Assurance in COVID-19 Crisis Response: Water, Sanitation and Hygiene	Download
Focus: Green Economy	Download
Energy for sustainable development	Download
Focus: Vocational Education and Training	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the selected expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



4.

Terms of Reference for

External experts on methodologies used in

occupational and qualification standards for pre-tertiary VET

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for the expertise on the methodologies (steps, processes, criteria and formats) of developing of regionally based standards of occupations.

The provision of external expertise may include but is not limited to:

- Providing analysis and reporting on the processes, procedures, criteria, and formats to be used when developing regionally based standards of occupations
- Providing analysis and reporting on the processes, procedures, criteria, and formats to be used when developing regionally based standards of qualifications
- Moderation and guidance of discussion during the EQET SEE project regional meetings
- Providing advice and relevant experience to the EQET SEE project partners and regional stakeholders
- Anticipating challenges and providing potential solutions to them
- Development of agreed deliverables

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in moderation of meetings
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

2. Content criteria

- Proven experience, knowledge and understanding of the process of developing standards of occupations (min. 5 years)
- Proven experience, knowledge and understanding of the process of developing standards of qualifications (min. 5 years)

An expert must fulfil all **general and** at least **one content** criteria. In addition, the knowledge of EQET SEE - WB6 languages⁴ will be considered as an advantage

⁴ EQET SEE - WB6 languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian



III Expected activities

The following activities will fit into the framework of the engagement of experts:

1. Analyse the WB6 national frameworks⁵ in the field of the development of occupational and/or qualification standards
2. Analyse and comment on the input for regional meetings: proposals for the regionally based occupational (RBOS) and/or regionally based qualification (RBQS) standards in agriculture and metal sector
3. Develop new and/or adjust current methodologies for the development of RBOS and RBQS.
4. Develop input for the regional meetings, moderate working groups, facilitate discussion at meetings
5. Reporting on meetings

Experts applying for the Pool of Experts should outline whether their engagement should be focused on activities related to occupational standards, qualification standards, or both.

IV Expected deliverables

The experts are expected to:

- Submit **analysis and comments** on
 - national frameworks in the field of the development of occupational and/or qualification standards
 - input for regional meetings
 - provide recommendations for the final versions of regionally-based occupational and/or qualification standards
- Submit new and/or adjust current methodologies for the development of RBOS and RBQ
- Submit power point presentations, guidelines for working group moderation, meeting reports

The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.

V Methodology

The expert should be able to implement:

- Quantitative data collection and analysis (the development of questionnaires, databases, implementing descriptive statistics and appropriate analysis).
- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions). The majority activities encompassed under this ToR is expected to be implemented in the period 01 March 2022 - 31 July 2022.

⁵ Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia, Serbia

* This designation is without prejudice to positions on status and is in line with UNCSC 1244 and the ICJ Opinion on the Kosovo declaration of independence.



For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports, recommendations and new or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Title	Download
A Methodology for the Development of Regionally-based Occupational Standards: defining guiding principles, steps and methods	EN AL MK RS
Feasibility Study on Developing Regionally Based Standards of Qualifications	EN AL MK RS
Methodology for the Developing Regionally-based Standards of Qualifications	EN AL MK RS
Examples of OS and QS developed within the EQET SEE project predecessor, the TO REGOS project	Access

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



5.

Terms of Reference for

Experts on quality assurance in pre-tertiary education -

focus on external evaluation of institutions

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The objective and scope of the assignments include but are not limited to:

- Presenting the roles and approaches to external evaluation at the system level and at the level of schools
- Presenting different types of quality assurance frameworks, standards and indicators
- Providing expertise on the systems for external evaluation of institutions as a part of the quality assurance processes in the development of project-related documents (analysis of existing systems, recommendations for different systems, policy vision on further developments of external evaluation and similar)
- Providing expertise on the implementation of the external evaluation of institutions (use of different standards and indicators and their evaluation; developing recommendations, implementing methodologies and similar)
- Providing expertise on structures and support needed for successful work of external evaluators

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven experience in external evaluation issues (from the perspective of institution implementing the external evaluation process, the institution receiving the external evaluation or researcher) (minimum 5 years)
- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven experience in international cooperation, participation in international bodies and/or projects (min. 5 years)
- Proven experience in development of methodologies relevant for educational issues and teaching and learning material (e.g., teaching methods, curricula development, comparison of different education systems, and similar)
- Proven experience in implementing methods listed in the section VI
- Proven experience in moderating discussions of larger groups (more than 20 participants)
- Proven experience in developing and implementing trainings
- Proven experience international peer reviews external evaluation practices
- Knowledge of English at the level of C1 (written and oral)



2. Advantage criteria

- Published papers in the fields of education (pedagogy, sociology of education, educational psychology etc.)
- Knowledge of one of the EQET SEE languages⁶

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

III Type of activities for which the expertise will be required

The following activities will fit into the framework of the engagement of the environmental experts (please note that one expert is not expected to cover all of the engagements. **Experts applying for the Pool of Experts should outline in their application for which activities they would like to be considered.** The engagements will be considered on the basis of proven experience and advantage criteria):

1. Analyse the best practice examples of the external evaluation at the system level and at the level of schools
2. Provide assistance in the development of policy conclusions for external evaluation processes at regional level
3. Develop the framework for external evaluators' standard
4. Implement comparative analysis of institutions' framework and methodologies regarding external evaluation systems at regional level
5. Develop regional methodology for external evaluations
6. Develop quality guidelines for quality agencies
7. Develop regional training modules for external evaluators

IV Expected deliverables

Expected deliverables include:

- A power-point presentation of good practice example of the roles and approaches to external evaluation at the system level and at the level of schools
- Policy document for external evaluation processes at regional level
- Framework for external evaluators' standard
- Comparative regional analysis of institutions' framework and systems regarding external evaluation systems
- Regional recommendations/guidelines/handbook for external evaluations processes and methodologies
- Quality guidelines for quality assurance agencies at the pre-tertiary level
- Regional training modules for external evaluators

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)

⁶ EQET SEE languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Romanian, Serbian



VI Scheduling, process, organization

The ToR is applicable for the during the first phase of the implementation of the EQET SEE project between 01 April 2022 - 31 December 2023 (with possible extensions).

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement. One expert may be tasked with one or more activities listed in section III.



VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports and updated or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Table 4: Relevant strategic framework

Title	Download
Study on the aspects of external evaluation in general education	Download
Quality assurance for school development	Download
Assuring Quality in Education: Policies and Approaches to School Evaluation in Europe	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



6.

Terms of Reference for

Experts on methodologies used in evidence gathering and analysis in education

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The objective and scope of the assignments include but are not limited to:

- Conceptualizing the training for project beneficiaries on data management and evidence-informed policy making
- Providing expertise on the systems of evidence gathering and use for policy making regarding external evaluation of institutions
- Developing recommendations on data management and evidence gathering for EQET SEE project partners
- Developing a methodology for analysing different external evaluation methodologies
- Developing a methodology for regional recommendations/guidelines/handbook on external evaluation
- Developing training needs analysis tools

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven experience of implementing quantitative and/or qualitative research (including the development of instruments, data collection and analysis) (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in international cooperation, participation in international bodies and/or projects (min. 5 years)
- Proven experience in development of methodologies and methodological approaches
- Knowledge of English at the level of C1 (written and oral)

2. Advantage criteria

- Proven experience in utilising programmes for data visualisation
- Proven experience in developing policy reports
- Knowledge of one of the EQET SEE languages⁷

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

⁷ EQET SEE languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Romanian, Serbian





III Type of activities for which the expertise will be required

The following activities will fit into the framework of the engagement of the environmental experts (please note that one expert is not expected to cover all of the engagements. **Experts applying for the Pool of Experts should outline in their application for which activities they would like to be considered.** The engagements will be considered on the basis of proven experience and advantage criteria):

1. Development of the concept for the training for project beneficiaries on data management and evidence-informed policy making
2. Presentation of good practice examples regarding evidence gathering and use for policy making
3. Assistance in developing recommendations on data management and evidence gathering for EQET SEE project partners
4. Developing a methodology for analysing different external evaluation methodologies
5. Developing a methodology for regional recommendations/guidelines/handbook on external evaluation
6. Developing training needs analysis and performance evaluation tools

IV Expected deliverables

Expected deliverables include:

- Training for the EQET SEE project beneficiaries on data management and evidence-informed policy making
- Presentation on the best practices on data and evidence gathering and appropriate tools
- Presentation on the best practices on use of data/evidence for policy making
- Recommendations on data management and evidence gathering for EQET SEE project partners
- Methodology for analysing different external evaluation methodologies
- Methodology for development of regional recommendations/guidelines/handbook on external evaluation systems and methodologies
- Questionnaire or other type of tool for needs analysis and evaluation of performance

V Methodology

The expert should be able to implement:

- Quantitative data collection and analysis (the development of questionnaires, databases, implementing descriptive statistics and appropriate analysis).
- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions).

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement. One expert may be tasked with one or more activities listed in section III.



VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports and updated or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Table 5: Relevant strategic framework

Title	Download
Study on the aspects of external evaluation in general education	Download
Quality assurance for school development	Download
Assuring Quality in Education: Policies and Approaches to School Evaluation in Europe	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



7.

**Terms of Reference for
Translators and lectors**

for the project Enhancements in the quality of education and training in SEE - EQET SEE
funded by the Austrian Development Agency

I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for translators and lectors to be engaged within the EQET SEE project.

The provision of external expertise may include but is not limited to the **translation to and from English language** of project outputs and publications within the following four language groups:

Group 1: Albanian

Group 2: Bosnian, Croatian, Montenegrin, Serbian

Group 3: Macedonian

Group 4: Romanian

and **proofreading** standards of occupations and qualifications developed in Bosnian, Croatian and Serbian.

II Relevant experience, competences and expertise requested

An expert applying for **translating assignments** (hereinafter translators) should fulfil the following criteria:

Translators within group 1: Proven experience in translating texts in the field of education and training from Albanian to English and from English to Albanian (min 5 years)

Translators within group 2: Proven experience in translating texts in the field of education and training from Bosnian or Croatian **or** Montenegrin **or** Serbian to English and from English to Bosnian **or** Croatian **or** Montenegrin **or** Serbian (min 5 years)⁸

Translators within group 3: Proven experience in translating texts in the field of education and training from Macedonian to English and from English to Macedonian (min 5 years)

Translators within group 4: Proven experience in translating texts in the field of education and training from Romanian to English and from English to Romanian (min 5 years).

An expert applying for **lecturing assignments** (hereinafter lectors) should fulfil the following criteria: proven experience in **proofreading** occupational and qualification standards in Bosnian **or** Croatian **or** Serbian (min 5 years of experience in proofreading and min 2 years in proofreading of occupational and qualification standards).

III Expected activities

Translators will be expected to translate documents provided by the Contractor. A translator can apply to translate within one or more groups.

Lectors will be expected to lector occupational and qualification standards in Bosnian or Croatian or Serbian.

⁸ Translators applying for assignments within group 2 should be able to translate to and from at least **one** of the listed languages.



IV Expected deliverables

The expected deliverables for translators will be translated project documents within the set deadlines. The project documents may include the occupational and qualification standards, teaching and learning material, training material, methodologies, meeting materials, reports and project publications.

Lectors will be expected to proofread occupational and qualification standards in Bosnian or Croatian or Serbian.

V Methodology

Translators will be tasked to translate written texts within 4 translation groups (segment II) within the set time framework. One translator must be able to translate from and to English language within 4 translation groups (segment II) with equal efficiency and effectiveness. Documents translated with external tools (google translate and similar) will not be accepted.

Lectors will be tasked to proofread the documents with the full respect of language rules and standards.

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions).

For each assignment the Contractor will contact selected translators from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement.

VII Reporting

Experts will not be asked to submit additional documents aside from the texts submitted for the translation/proofreading.

VIII Documentation

The following publications can serve as the reference for the reference framework:

Title	Download
Occupational and qualification standards	here
A Methodology for the Development of Regionally-based Occupational Standards: defining guiding principles, steps and methods	EN AL MK RS
A Methodology for the Development of Regionally-based Occupational Standards: defining guiding principles, steps and methods	EN AL MK RS
Feasibility Study on Developing Regionally Based Standards of Qualifications	EN AL MK RS
Methodology for the Developing Regionally-based Standards of Qualifications	EN AL MK RS
Study on the aspects of external evaluation in general education	Download

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the experts and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE).



8.

Terms of Reference for

External experts for trainings on the implementation of curricula with work-based learning elements in pre-tertiary VET

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for the expertise developing and implementing training modules for trainers of teachers, company instructors and school coordinators.

The provision of external expertise may include but is not limited to:

- Providing analysis and reporting on developing training modules for trainers of teachers, company instructors and school coordinators for the implementation of curricula with the work-based learning (WBL) elements.
- Developing training material and the implementation of trainings for trainers of teachers, company instructors and school coordinators for the implementation of curricula with the work-based learning (WBL) elements.
- Providing advice and relevant experience to the EQET SEE project partners and regional stakeholders
- Anticipating challenges and providing potential solutions to them
- Development of agreed deliverables

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven experience, knowledge and understanding of developing curricula with the work-based learning (WBL) elements. (min. 5 years)
- Proven experience in developing and implementing trainings within the education sector (including the development of training material, evaluation of trainings and reporting) (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

The knowledge of EQET SEE -WB6 languages⁹ will be considered as an advantage.

⁹ EQET SEE - WB6 languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian



III Expected activities

The following activities will fit into the framework of the engagement of experts:

8. Become familiar with the occupational standards (OS), qualification standards (QS) and curricula developed within the EQET SEE project
9. Develop training materials for trainings of trainers of teachers, company instructors and school coordinators for the implementation of curricula with the work-based learning (WBL) elements
10. Develop and implement trainings for teachers, company instructors and school coordinators for the implementation of curricula with the work-based learning (WBL) elements
11. Implement on-spot evaluation of trainings
12. Report on the trainings including the evaluation analysis

IV Expected deliverables

The experts are expected to:

- Submit training materials including training programmes and learning outcomes
- Submit training evaluation material: evaluation questionnaire, analysis plan and the plan for the implementation of evaluation results.
- Implement trainings for trainers of teachers, company instructors and school coordinators for the implementation of curricula with the work-based learning (WBL) elements
- Submit reports on implemented trainings including the evaluation analysis.

The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)
- Quantitative data collection and analysis for the evaluation of trainings (the development of questionnaires, databases, implementing descriptive statistics and appropriate analysis).

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions). The majority activities encompassed under this ToR is expected to be implemented in the period 01 October 2023 - 31 May 2024.

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports, recommendations and new or updated methodologies.



VIII Documentation

The following documentation shall frame the scope of the ToR:

Title	Download
A Methodology for the Development of Regionally-based Occupational Standards: defining guiding principles, steps and methods	EN AL MK RS
Feasibility Study on Developing Regionally Based Standards of Qualifications	EN AL MK RS
Methodology for the Developing Regionally-based Standards of Qualifications	EN AL MK RS
Examples of OS and QS developed within the EQET SEE project predecessor, the TO REGOS project	Access
OS and QS developed within the EQET SEE project	tbd
Curricula developed within the EQET SEE project	tbd

IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.



9.

Terms of Reference for

External experts for developing teaching and learning material in pre-tertiary VET

for the project Enhancements in the quality of education and training in SEE - EQET SEE

funded by the Austrian Development Agency

I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for the expertise developing teaching and learning material in pre-tertiary VET.

The provision of external expertise may include but is not limited to:

- Providing expertise on the development of the teaching and learning material
- Providing advice and relevant experience to the EQET SEE project partners and regional stakeholders
- Anticipating challenges and providing potential solutions to them
- Development of agreed deliverables

II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

1. General criteria

- Proven experience, knowledge and understanding of developing curricula with the work-based learning (WBL) elements. (min. 5 years)
- Proven experience, knowledge and understanding of developing teaching and learning material (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven experience in implementing methods listed in the section VI
- Proven experience in moderation of meetings
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

The knowledge of EQET SEE -WB6 languages¹⁰ will be considered as an advantage.

III Expected activities

The following activities will fit into the framework of the engagement of experts:

13. Become familiar with the occupational standards (OS), qualification standards (QS) and curricula developed within the EQET SEE project
14. Develop teaching and learning material for the developed curricula
15. Participate in regional meetings and the moderation of the regional working groups
16. Report on the meetings

¹⁰ EQET SEE - WB6 languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian



IV Expected deliverables

The experts are expected to:

- Submit teaching and learning material based on developed EQET SEE curricula.
- Submit power point presentations, guidelines for working group moderation, meeting reports

The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.

V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis: preparation, moderation and analysis of interviews and focus groups
- Secondary analysis - content analysis (desk research)

VI Scheduling, process, organization

The ToR is applicable for the during the implementation of the EQET SEE project between 01 March 2022 - 30 September 2024 (with possible extensions). The majority activities encompassed under this ToR is expected to be implemented in the period 01 October 2022 - 31 December 2023.

For each assignment the Contractor will contact selected experts from the Pool of Experts, present the assignment and the budget for it and expected deadlines. With selected experts with whom the agreement on the provision of service is made, the Contractor will conclude the copyright agreement.

VII Reporting

Selected experts will be asked to report to contractor in the form of meeting minutes with conclusions, conclusions from analysis in the form of reports, recommendations and new or updated methodologies.

VIII Documentation

The following documentation shall frame the scope of the ToR:

Title	Download
A Methodology for the Development of Regionally-based Occupational Standards: defining guiding principles, steps and methods	EN AL MK RS
Feasibility Study on Developing Regionally Based Standards of Qualifications	EN AL MK RS
Methodology for the Developing Regionally-based Standards of Qualifications	EN AL MK RS
Examples of OS and QS developed within the EQET SEE project predecessor, the TO REGOS project	Access
OS and QS developed within the EQET SEE project	tbd
Curricula developed within the EQET SEE project	tbd



IX Budget

Detailed budget is envisaged within the EQET SEE budget and will be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE). In the case of traveling for the purpose of implementing assigned tasks, the Contractor will bear the costs of travel and stay.

