**Terms of Reference and Scope of Services**

**The Social Inclusion and Poverty Reduction Unit – E2E**

**Support to the Ministry of Education, Science and Technological Development regarding the creation of preconditions for the development of sector profiles**

**Position:** Team leader

1. **Background**

The accession to the EU is one of the key priorities of the Government of Serbia and at the same time the main driver of structural reforms. Negotiations for EU acquis chapter 19 – Social Policy and Employment – and relevant Action plan concluded that Serbia is moderately prepared in the area of social policy and employment. Some progress was made in further aligning the legislation with the acquis, mainly in the area of working conditions. In the coming period, Serbia should ensure adequate financial and institutional resources for employment and social policies to more systematically target the young, women and long-term unemployed, a priority indicator of the E2E in the second phase. The Social Inclusion and Poverty Reduction Unit (SIPRU), a part of the Prime Minister’s Office, will support this process of social dimension of EU accession and relevant youth employment policies.

In the previous period, the Instrument for Pre-Accession Assistance (IPA) funds were unsuitable for developing and testing ideas for policy reforms before the wider implementation. The Government of Serbia (GoS) has invited Switzerland to support the ESRP process within the E2E main phase, as the Swiss support to the GoS reforms so far has been assessed as the very influential in the social and economic field. As Switzerland also leads the Human Resources and Social Development (HRSD) Sector Working Group, in the frame of donor coordination, and within the already established strategic partnership with SIPRU, Switzerland is well positioned to influence positively youth employment policy framework through proposed interventions. The good reputation is further supported by the excellent results of the Swiss engagement in the education reform support.

The Project “From Education to Employment – E2E“ is part of the larger E2E program launched by the *SwissAgency for Development and Cooperation* (SDC) in April 2015 with the overall goal to increase decent youth employability in Serbia in a socially inclusive and sustainable way. E2E improves the position of youth on the Serbian labour market through modernization of youth employment policies and the development of young skilled labour demanded by the private sector.

The E2E program supports evidence-based approaches in the youth employment policies in Serbia. Under the lead of the SIPRU, it facilitates the policy dialogue between key national and local stakeholders. By including good practices from the 1st phase pilot regions, SIPRU advocates changes in the youth policy framework. Through NIRAS - IP, E2E creates WBL opportunities for young jobseekers from selected regions of Central Serbia. To better match private sector needs with labour supply, it cooperates with five local partners (brokers) from Novi Pazar, Knjaževac, Pirot, Kruševac and Kragujevac that facilitate the WBL programs and offer career guidance and matching services for youth and companies.

The key line ministry in charge of the implementation of the youth employment and employability policies in Serbia relevant for implementation of the E2E is the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA) with the support of the Ministry of Education, Science and Technological Development (MoESTD). Line ministries were actively involved in the design and implementation of the 1st phase and the 2nd phase is continuation of the joint efforts for youth employment up to 2021.

1. **Introduction**

The E2E have two outcomes:

Outcome 1: Relevant national and local key stakeholders apply effective and evidence-based policies on youth employment and employability through increased performance capacities and diversified funding portfolio.

Outcome 2: Young jobseekers are better able to position themselves on the labour market through employment promotion measures and non-formal training offers required by the private sector in selected regions of Serbia.

2nd phase of E2E will contribute to employment post-2020 framework by supporting the following concrete measures:

* Legal Framework: 1) the amendments to the Law on Employment and Unemployment Insurance in order to align with the Law on Planning System including institutional framework for NSCO will be revised; 2) the amendments to the Labour Law, and with an particular focus on improving the quality framework for traineeships and youth employability (Action Plan for Chapter 19);
* Strategic Framework: 1) Employment Strategy for the next multiyear period from 2021; 2) National Employment Action Plans (NEAP); 3) National Standard Classification of Occupations (NSCO);
* In line with the Law on Planning System, evaluation of the previous Employment Strategy 2011-2020 will be conducted in addition to regular NEAP reports adopted by the GoS.
* Creating evidence-based education policies based on results of market-oriented non-formal adult education and training relevant to the needs of the labour market, economy, social and personal development.

Following the adoption of the Law on NQF and the establishment of the National Agency for Qualifications and Sector Skills Councils, the framework is created to increase the supply and diversification of relevant and certified non-formal courses and accredited adult training providers, leading to nationally recognised qualifications. Also, in addressing the education shortcomings, a comprehensive competence-based curricula reform has been ongoing in the formal VET system. The introduction of the national work-based learning model in vocational education (dual education) aims to improve the relevance of education. The adoption of the Law on NQF is part of a progressive reform of the education system at all levels, including non-formal and informal learning.

Furthermore, the National Standard Classification of Occupations, that will be developed in upcoming period will be an important measure that supports institutional cooperation linking education and labour market and an efficient matching of job seekers with job vacancies in Serbia. Finally, the rulebook on standards of career guidance and counselling services has been officially adopted by the MoESTD in June 2019, whereas the standards will be used by and relevant also to the MYS and MoLEVSA.

These recent reform progresses are considered as driving forces for the development of a functioning non-formal training market. The SDC supports the VET reform through its Policy VET project, whereas the E2E addresses the reform of the non-formal training sector. E2E will make its contribution to make use of this framework by building capacities of relevant stakeholders, the development of occupational standards and the accreditation of trainings in those occupations that industries with growth potential need the most. The planning process has shown the interest of the MoESTD in further developing occupations in the interest of the private sector; above that, the experiences of the 1stphase of E2E indicate a certain commitment to invest human resources to contribute to the development of occupational profiles and work-based trainings.

Within the previous phases of the E2E Project implementation, five sector profiles were developed: Geology, Mining and Metallurgy sector profile, Hostelry and Tourism sector profile, Civil Engineering sector profile, Transport sector profile and Education sector profile. Taking into account that the mentioned sector profiles were developed according to different (only possible by that time) methodologies within the IPA 2014 project, it was agreed to develop a unique methodology for the development of the sector profile and it is in the finalization phase. Within the IPA 2014 project Development of an integrated national qualifications system in the Republic of Serbia, one of the results is defined as the Result - Revision and development of the sector profiles. In order to achieve this result, activities are planned related to the development of the methodology for the development of sector profiles, training of Agency staff and members of Sector Skills Councils to apply the methodology, analysis of existing sector profiles and revision proposals, as well as support for the development of new sector profiles. In accordance with the plan, during 2019, activities have begun on the development of the methodology for the development of the sector profiles.

The proposal for the methodology for the development of the sector profiles, among other things, contains reporting tables related to the analysis of the supply-demand relationship for sectoral occupations and qualifications and as such they predominantly rely on data from the Central Register of Compulsory Social Insurance (CROSO) and National Employment Services (hereinafter: NES).The basic **preconditions** for the development of the sector profiles in accordance with the developed methodology proposal are: the existence of a List of Qualifications and a List of Occupations (used by relevant institutions in the Republic of Serbia); the existence of links between the "old" and the "new" Occupation List; the existence of links between the "old" and the "new" List of Qualifications; the existence of links between the List of Occupations and the List of Qualifications; existence of records on the list of study programs and their connection with the List of Qualifications; mapped sectoral occupations and sectoral qualifications. During the development of the methodology and conducting a series of consultative meetings with the social partners, numerous challenges were identified, that is, it was determined that **the basic preconditions for the development of the sector profiles were not provided**.

Taking into account all the above, the tasks defined within this ToR are precisely in the function of creating the preconditions for the application of a unique methodology for the development of the sector profile to be possible. It is important to point out that in the meantime, Sector Skills Councils have been constituted that use sector profiles as an analytical basis for decision-making, which further indicates the need for uniformity in collecting and analyzing data relevant to the Sector Skills Councils decisions, ie creating a unique and applicable methodology for sector profiles development.

1. **Objective of the Assignment**

Preparation of proposals for linking the list of occupations and the list of qualifications that were previously applied with the list of occupations and the list of qualifications that are now in use or that are yet to be verified, in order to create preconditions for applying a unique methodology for sector profiles development.

1. **Scope of Work and Tasks**

The Consultant is expected to fulfil the following tasks:

* **Task 1**– Development of proposals on classification of qualifications from occupations listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework;
* **Task 2**- Development of Final Report on classification of qualifications from occupations listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) based on comments received by MoESTD;
* **Task 3** – Preparation of proposals on classification of occupations from qualifications listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework;
* **Task 4** - Development of Final Report on classification of occupations from qualifications listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) based on comments received by MoESTD;
* **Task 5**–Preparation of proposals of the links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by MoESTD in accordance with the adopted conceptual framework;
* **Task 6** Development of Final report on links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by MoESTD based on comments received by MoESTD;
* **Task 7**–Preparation of proposals of the links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of RS”, No. 57/18), in accordance with the adopted conceptual framework;
* **Task 8**: Development of Final report on links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records(“Official Gazette of RS”, No. 57/18), based on comments received by MoESTD;
* **Task 9** - Development of presentation and discussion of the results at the invitation of the MoESTD.
1. **Outputs/Deliverables**
* **Task 1 and 2 -** Final Report on classification of qualifications from occupations listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and comments received by MoESTD;
* **Task 3 and 4 -** Final Report on classification of occupations from qualifications listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and comments received by MoESTD;
* **Task 5 and 6 -** Final Report on the links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the RS”, No. 57/18), in accordance with the adopted conceptual framework and comments received by MoESTD;
* **Task 7 and 8 -** Final Report on the links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by the MoESTD in accordance with the adopted conceptual framework and comments received by MoESTD;
* **Task 9 -** Power point presentation of the Report/Minutes of the Meetings on presentation of the Report.
1. **The dynamics of payment:**

Payment of the total contracted funds will be delivered in three tranches, as follows:

* **First instalment** – 40% of the total contracted funds after the adoption *Final Report* on classification of qualifications from occupations listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and comments received by MoESTD and *Final Report* on classification of occupations from qualifications listed in the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook).
* **Second instalment** - 30% of the total contracted funds after the adoption of the Final Report on the links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the RS”, No. 57/18).
* **Third instalment** - 30% of the total contracted funds after the adoption of the Final Report of the links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by the MoESTD.
1. **Responsibilities:**

The selected consultant is responsible for the tasks listed by this ToR to the SIPRU E2E Public Policy Team leader and MoESTD Head of Dual Education Group and National Qualifications Framework. All tasks will be undertaken in close collaboration with the MoESTD.

It is expected from this expert to cooperate with other experts working on creating preconditions for the development of sector profiles engaged in the project "E2E - From Education to Employment" and the project IPA 2014 Development of an integrated national qualification system in the Republic of Serbia*.*

1. **Consultant Requirements**
* University degree in social sciences and humanities, at least 240 ECTS;
* At least 10 years of work experience in the field of maintaining the registries in the field of work and employment, i.e. using and updating the codebook of qualifications and occupations, whereby work experience in top management positions will be considered as an advantage;
* Experience in developing strategic documents in the field of education and employment;
* Experience in international projects in the field of analysis and strengthening of institutional capacities in the Western Balkans will be considered as an advantage;
* The knowledge related to strategic documents in the field of employment and education and the national legislation in the field of education with special emphasis on Law on the National Qualifications Framework of the Republic of Serbia (NQFS), and the subordinate legislations
* Excellent verbal and writing communication skills in Serbian and in English
1. **Reporting**

Here bellow you can find a reporting process and schedule for delivering of all reports for the assignment:

* **Draft Report** on classification of qualifications from occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework must be submitted to the MoESTD for an opinion no later than 10.10.2020;
* **Final Report** on classification of qualifications from occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and comments received by MoESTD must be submitted to the MoESTD no later than 30.10.2020;
* **Draft Report** on classification of occupations from qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and must be submitted to the MoESTD for an opinion no later than 10.10.2020;
* **Final Report** on classification of occupations from qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the FRY”, No. 97/98, 25/ 00 and "Official Gazette of RS", No. 15/10 - other Rulebook) in accordance with the adopted conceptual framework and comments received by MoESTD must be submitted to the MoESTD no later than 30.10.2020;
* **Draft Report** of the links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of RS”, No. 57/18), must be submitted to the MoESTD for an opinion no later than 31.03.2021;
* **Final Report** on the links between the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Occupations from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records (“Official Gazette of the RS”, No. 57/18), in accordance with the adopted conceptual framework and comments received by MoESTD must be submitted to the MoESTD no later than 30.04.2021;
* **Draft Report** of the links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by MoESTD must be submitted to the MoESTD for an opinion no later than 30.05.2021;
* **Final Report** on the links between the List of Qualifications from the Decision on the Unified Code of Codes for Entering and Encrypting Data in Labor Records ("Official Gazette of the FRY", No. 97/98, 25/00 and "Official Gazette of the RS", No. 15/10 - other Rulebook) and the List of Qualifications to be adopted by the MoESTD in accordance with the adopted conceptual framework and comments received by MoESTD must be submitted to the MoESTD no later than 30.06.2021.

Contractor shall deliver any ad hoc report if requested by the representative of MoESTD.

1. **Duration of the Assignment**

The contract shall cover period between August 2020 and 30th August 2021.