**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 in development of manual for institution in process of acquiring status of publicly recognized adult education service providers (JPOA)**

**Position:** non-formal education service provider expert

**Duration:** middle July – 30th October 2021

**Resources:** up to 20 days

**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 responsible for 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.

**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.

Adult education is part of the unique education system of the Republic of Serbia, which provides adults throughout their lives with the acquisition of competencies and qualifications necessary for personal and professional development, work and employment, as well as socially responsible behaviour. The most important elements of the adult education system are regulated by the Law on Adult Education ("Official Gazette of RS, Nos. 55/13, 88/17, 27/18 and 6/20) and special regulations. On the basis of the aforementioned Law, the Minister of Education, Science and Technological Development adopted by-laws regulating non-formal adult education and the participation of institutions and other organizations in the implementation of adult education activities. The Rulebook on Closer Requirements Regarding Programmes, Personnel, Space, Equipment and Teaching Aids for Acquiring the Status of Publicly Recognized Organizer of Adult Education Activities (PROAEA) defines more closely the conditions (in terms of programs, staff, premises, equipment and teaching aids) under which the institutions and other organizations may acquire PROAEA status for non-formal adult education activities. The Rulebook on the Type, Name and Content of Forms and the Manner of keeping Records and the Name, Content and Layout of Public Documents and Testimonials in Adult Education set out more closely the issue of a public document issued under this system, ie. the type of public document, its name and content, the appearance of the form and the manner of keeping records in the field of non-formal education. Certain quality assurance mechanisms, such as the development of standards for self-evaluation and external evaluation of the quality of work of the PROAEA, will be regulated by a by-law in accordance with the implementation of the Law on the National Qualifications Framework of the Republic of Serbia ("RS Official Gazette", Nos. 27/18 and 6/20). The starting point for defining the stated standards and drafting bylaws will be the evaluation results of the accreditation system of a publicly recognized organizer of adult education activities that will be implemented within this project.

In accordance with the Law on NQFS, the Government of the Republic of Serbia in 2018 established a Qualifications Agency, which made the procedure for acquiring JPOA status for other organizations within its competence. Also, as part of the process of acquiring JPOA status, the Qualifications Agency gives its opinion on the fulfilment of the requirements regarding the plans and programs of adult education, manner of realization and personnel for primary and secondary schools and other organizations in accordance with the Law on NQFS. On the other hand, the accreditation process for budget-funded educational institutions continues to be implemented by the MoESTD, in accordance with the Law on Adult Education and other positive regulations. It is important to point out that despite the division of responsibilities in the implementation between MoESTD and the Qualifications Agency, the process of accreditation of the JPOA is carried out according to uniform standards prescribed by the Minister responsible for education throughout various bylaws.

Considering that the introduction of a system for the quality evaluation of institutions for non-formal adult education is one of the goals of the Annual Adult Education Plan for 2020 ("RS Official Gazette", No. 26/20), that in the previous period significant experience was gained in the JPOA accreditation process (by the end of 2019, the JPOA status was given to the 57 institutions for a total of 203 training programs for adults (14 vocational secondary schools, 9 adult education institutions such as workers', national and open universities and 34 other organizations)), as well as changes to the legislative and institutional framework for the implementation of the JPOA accreditation process, the conditions for evaluating the already established system, improving the defined standards, or by-laws defining them, were acquired..

Taking into account the importance of further improvement of non-formal adult education and training and its relevance to the activities stipulated in the E2E, the SIPRU will support the process of further improvement of non-formal education through development of manual for all actors interested in acquiring the JPOA status. Having in mind the complexity of this process and experience of E2E partners from local level who went through this process this need has been identified and will be addressed through development of this manual.

**Objective of the Assignment**

Objective of this assignment is to support the Ministry of education, science and technological development in development of manual for all actors/institutions interested in acquiring the status of non-formal adult education service providers (JPOA). In development of this manual, selected expert should lean on the results of recently developed evaluation of JPOA accreditation standards and criteria and practical experience of actors/institutions who went through process of acquiring the JPOA status in recent years. In particular experience of actors who obtained the status of JPOA within E2E Program could be relevant for delivery of the assignment.

**Scope of Work and Tasks**

From the expert is expected to fulfil the following tasks:

1. Develop a work plan, timeline, methodology for delivering the assignment and submit the outline of the manual for acquiring the status of non-formal education service providers (JPOA) for approval by MOESTD and SIPRU
2. Develop the first draft of the manual for acquiring the status of non-formal education service providers (JPOA)
3. Organize and deliver the consultation process with MoESTD, SIPRU and other relevant stakeholders in order to obtain relevant comments and feedback
4. Develop the final version of manual for acquiring the status of non-formal education service providers (JPOA)

**Responsibilities**

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

The selected expert is obliged to cooperate with experts that are engaged in other projects, and that are evaluating the non-formal education on national and regional level which could be useful source of information for development of manual.

**Outputs/Deliverables**

From the selected expert it is expected to deliver in minimum following outputs:

* Work plan, timeline, methodology for delivery of the assignment and outline of the manual for acquiring the non-formal adult education service providers (JPOA)
* Draft version of manual for acquiring the non-formal adult education service providers (JPOA)
* Final version of manual for acquiring the non-formal adult education service providers (JPOA)

**The dynamics of payment:**

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

* First instalment - 50% of the total contracted funds after submission of draft version of manual for acquiring the non-formal adult education service providers (JPOA) *;*
* Second instalment - 50% of the total contracted funds after submission of final version of manual for acquiring the non-formal adult education service providers (JPOA) *;*

**Requirements**

An expert interested in applying for this assignment must fulfil following conditions:

* Bachelor’s degree in social sciences, MA in andragogy shall be considered as an advantage;
* At least 5 years, preferably 7 years of relevant experience in the development and/or implementation of the adult education system of the Republic of Serbia, i.e. the system of non-formal adult education
* Knowledge of the legislative (both primary and secondary legislation) and institutional framework of the adult education system of the Republic of Serbia, non-formal education including standards for the JPOA accreditation
* Participation in the development and creation of educational policies of the Republic of Serbia, participation in the development of policies in the field of adult education will be seen as an advantage
* Experience in designing the manuals, practical guides, instructions in the area of adult education system shall be considered as advantage
* Excellent writing and reporting skills
* Excellent communication and presentation skills

**Reporting**

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

* draft version of manual for acquiring the status of non-formal adult education service provider (JPOA) must be submitted to the MoESTD and SIPRU for an opinion no later than 30.08.2021.
* after receiving suggestions from the MoESTD and SIPRU, the selected expert is obliged to update the manual in accordance with the received recommendations no later than 15 days after submission of inputs by relevant stakeholders.
* final version of manual for acquiring the status non-formal adult education service providers (JPOA) must be submitted no later than 20th October 2021.

## Contractor shall deliver any ad hoc report if requested by the representative of MoESTD and/or SIPRU.

## Duration of the Assignment

The contract shall cover period between middle July 2021 and 30th October 2021