# Terms of Reference

# Senior Non-Key Expert – Legal Expert

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| **Project Overall Objective** |
| The overall objective of the project is to support the ongoing educational reform in bringing about the broad, long-term change in the political, social, economic and environmental global context which will stem from interventions as a response to the mismatch of labour supply and labour market needs.  The purpose of the project is:   * To improve the quality, relevance and accessibility of non-formal adult education in Serbia. |
| **Scope of Work and Outputs Requested** |
| Area of Expertise – Legal Expert will support the EU funded project “Increased offer and diversification of accredited non-formal training courses and adult training providers” to effectively operate its core functions in the course of project implementation. The Expert will have hands-on experience in:   * legislation analysis and drafting, gap analysis, trainings and public policies development.   Areas of Responsibility- The expert will work closely with Team Leader and Key Expert 2 and Key expert 3, other experts, Project staff and other project stakeholders to prepare relevant legal analysis and draft legislative proposals for improvement of the adult education and training system.  The project activities the expert will contribute:  1.1. Improved national quality assurance framework in the field of adult education  1.1.10 Support to Beneficiary (working groups) in preparing new and/or revising existing laws and bylaws related to the quality assurance system of adult education, qualifications framework, and harmonization of the legal framework for adult education with regulations governing vocational rehabilitation and employment of persons with disabilities.  1.2. Improved permeability system in the NQFS and the harmonization of NQFS with European policies and instruments (ISCED, ESCO, ISCO, etc.)  1.2.7 Support in preparing proposals for amendments of at least 3 regulations in pre-university and tertiary education (especially in relation to the existing program and documents classifications) and preparing an action plan for full implementation of CLASSNQFS in the whole education and training system.  1.2.14 Prepare a proposal of the procedure for the recognition of foreign documents acquired outside the formal education system and a proposal for law and bylaw amendments.  2.3. Improved possibilities for RPL implementation at the system level and the level of organisers of adult education activities  2.3.8 Support working groups in preparing draft amendments to the relevant laws and bylaws, including higher education, for the purpose of full implementation of the RPL.  3.2. Strengthening the capacities of other key actors (MoESTD, PS APV, IIE, NES, HEIs, etc.) for the implementation of adult education activities and submitting initiatives for the development and modernisation of the qualifications relevant for the adult education sub-system;  3.2.1 Develop a database of instruments for the RPL in line with the NQFS standards and requirements – support in preparation of draft amendments to the bylaw relevant for the documentation of PROAEA.  Expected results/deliverables:   * Report on the work of ‘legal assistance facility’ listing prepared; new and/or revised existing laws and/or bylaws drafted; * Practical support provided and Report on support provided to responsible institutions and bodies in education in preparing proposals for amendments of at least 3 regulations in pre-university and tertiary education prepared; * Action Plan for the full implementation of CLASSNQFS; * Report on recommendations for development of procedures for recognition of foreign documents; * Report with proposal for laws and bylaws amendments related to recognition of foreign documents; * Practical support provided and Report on provided support to relevant working groups in preparing draft amendments to the relevant laws and bylaws including higher education, for the purpose of full implementation of the RPL; * Practical support provided and Report on preparation of draft amendments to the bylaw relevant for the documentation of PROAEA; * Rulebook for Database of instruments for the RPL and related requirements and functionalities. |
| **Position Requirements** |
| Qualification & Skills   * University degree with minimum 4 years of studies (i.e. Bachelor’s degree) in relevant field – law, social sciences, economics, etc.; * Master degree will be considered as an advantage; * Excellent communication and reporting skills; * Fluency in written and spoken English and Serbian; * Adequate computer literacy.   General Professional Experience   * Minimum 10 years of general professional experience.   Specific Professional Experiences   * Minimum 5 years of specific experience as a legal expert in drafting laws, bylaws, regulations and conducting legal analysis; * Experience as a senior non key legal expert in at least two EU funded projects; * Profound knowledge and understanding of NQFS in the Republic of Serbia will be considered as an advantage; * Experience in working on other donor funded projects will be considered as an advantage. |
| **General information** |
| ***Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts. Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference.***  *Indicative Time of Engagement:* January 2024 – May 2026  *Place of performance:* Belgrade, Republic of Serbia  *Type of engagement:* Short-term position  Cover letter and CV in the attached EU format only (available on the following link https://kpmg.com/rs/en/home/careers/public-sector-and-development-cooperation/senior-non-key-expert-legal-expert.html), both in English, must be submitted by e-mail to [**projects@kpmg.rs**](mailto:projects@kpmg.rs) no later than **02.02.2024**, titled: “Application for the position – SNKE Legal expert”. Please note that only CVs provided in this form will be considered.  References must be available on request.  Only short-listed candidates will be contacted. |