



## INCREASED OFFER AND DIVERSIFICATION OF ACCREDITED NON-FORMAL TRAINING COURSES AND ADULT TRAINING PROVIDERS

### Terms of Reference

#### Senior Non-Key Expert – Expert for training of adults

#### 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 – The Expert for training of adults 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:

- Needs analysis and development of training programs.

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 enable necessary training programmes.

The expert will work on improvement of the competence of members of the Skills councils to act and make decisions in adult education activities.

The project activities the expert will contribute to:

3.1. Capacities of the Qualifications Agency and the experts for the implementation of adult education activities (members of expert commissions) strengthened for the assessment and monitoring of the quality of NFE and the development of qualifications that can be acquired through non-formal education and informal learning

3.1.14. Conduct research on educational needs of PROAEA staff, prepare a set of trainings in line with the identified needs and implement it for at least 2 representatives per accredited PROAEA (at least 150 participants in total);

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;

3.2.8 Prepare a need analysis for trainings of the members of sector skills councils or sector expert teams (according to the NQFS Law) in the implementation of, create and implement training programmes in accordance with the identified needs for 5 representatives of SSC (60).



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### Expected results/deliverables:

- 1 research on educational needs of PROAEA staff conducted;
- 1 set of trainings in line with the identified needs prepared;
- At least 2 representatives per accredited PROAEA (at least 150 participants in total) trained;
- 1 Need analysis for trainings of the members of sector skills councils or sector expert teams (according to the NQFS Law) in the implementation of adult education activities prepared;
- Training programmes for the members of sector skills councils or sector expert teams in the implementation of adult education activities created;
- Training programmes for the members of sector skills councils or sector expert teams in the implementation of adult education activities implemented (60 members of SSC trained).

### Position Requirements

#### Qualification & Skills

- University degree with minimum 4 years of studies (i.e. Bachelor's degree) in relevant field – social sciences, political sciences, economics, management, natural sciences, 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 in needs analysis and developing training programs;
- Experience in development and conducting of training programmes for adults;
- Experience in different adult education activities;
- Experience in working on EU and/or 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: September 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://prosveta.gov.rs/wp-content/uploads/2024/08/CV-template.docx>), both in English, must be submitted by e-mail to [projects@kpmg.rs](mailto:projects@kpmg.rs) no later than 30.08.2024, titled: "Application for the



Republic Of Serbia  
Ministry Of Education  
Ministry Of Finance  
Department for Contracting and Financing of EU Funded  
Programmes

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position – SNKE Expert for training of adults”. 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.

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This project is implemented  
by a consortium led by

