# Terms of Reference

# Senior Non-Key Expert – Labour Market Analysis 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 – The Labour Market Analysis 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:   * evaluating different aspects of the labour market in the Republic of Serbia and understanding the labour market needs in the field of skills requirements (current and further needs of skills and knowledge).   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 evaluate present situation on the labour market.  The expert will work on implementation of the evaluating process – contact all the relevant stakeholders, (e.g. Ministry of Labour, Employment, Veteran and Social Affairs, Sector Skills Councils, Chamber of commerce of the Republic of Serbia, representatives of crafts and employer associations, National employment office, National Statistics office, accredited providers of training and education etc.), coordinate preparation of the questionnaires for survey, prepare qualitative analysis of the received data, etc.  The project activities the expert will contribute:  1.2 Improved permeability system in the NQFS and the harmonization of NQFS with European policies and instruments (ISCED, ESCO, ISCO, etc.):  1.2.10 Improved methodological framework to include qualitative analyses for timely identification of new labour market demands in the context of knowledge, skills and competencies, including instruments for rapid and timely demand forecasting of knowledge, skills and competencies and prepare analyses for at least two sectors (ISCED);  1.2.11 Prepare a document with the analyses of qualifications that can be acquired in the Republic of Serbia, study program leading to them and the institutions where these qualifications are acquired to identify overlapping, find obsolete qualifications etc. and prepare proposals for the improvement and rationalization of the supply of education etc.;  2.1 Identified labour market needs and educational needs of adults at the local and national level and mapped organizers of adult education activities:  2.1.1 Prepare a study on the needs of adults for knowledge, skills and qualifications, as well as labour market needs at the local and national level;  2.1.2 Prepare a study on the forecasted labour market needs for knowledge, skills and competencies which is not included in the monitoring system through the developing sector profiles;  Expected results/deliverables:   * Prepared questionnaire proposal for conducting a survey of key stakeholders in the labor market (e-questionnaire), which will include current needs for knowledge and skills in the labor market (levels of qualifications) and expectations in the future; * Mapping relevant key stakeholders on the labor market of the Republic of Serbia to be included in the research; * Prepared analysis of the obtained data on the needs of knowledge and skills (on different levels according the NQF) and qualifications on the labor market; * Prepared methodology for identification of current and future skills and knowledge needs on the labour market; * Prepared proposals for the improvement of methodological framework to include qualitative analyses for timely identification of new labour market demands; * Prepared Analyses of labour market demands for at least two sectors (ISCED) * Prepared analysis of qualifications that can be acquired in Republic of Serbia; * Prepared study on the forecasted labour market needs and adults; * Prepared set of Proposals for the improvement and rationalization of the supply of education * Prepared Report on conducted activities and conduct a presentation of the findings of the analysis with proposals (exposing the advantages, limitations and problems of the existing situation on the labor market). |
| **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 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 analyzing different aspects of labour market policies and issues and data performance and its relevance for the labour market; * Practical experience in analysis of skills and knowledge needs on the labour market; * Experience as a senior non key labour market expert in at least two EU funded projects; * Experience in working on other donor funded projects will be considered as an advantage; * Familiarity with the relations of the labour market and education systems 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-labour-market-analysis-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 Labour Market Analysis 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. |