

POSITION: TVET Program Development and Quality Assurance Expert (Category 2)

ToR Date of issuance: 31 May

Due Date for Application: 14 June

1. Objective(s) and linkages to Reforms

The TVET Program Development and Quality Assurance Expert (Category 2) will be a full-time consultant in the Reform Support Team at the Ministry of Education and Science.

The Reform Support Team (RST) is a group of Ukrainian professionals (not public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

- Expert analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.) in the field of education reform, and
- Reform program planning, implementation and coordination (including performance indicators, progress reports, program management, monitoring and coordination, preparation of project proposals and other).

The RST is to be operational as of June 2019. It is currently helping the Ministry to implement two priority reforms: the general secondary education reform – the New Ukrainian School (NUS), and the reform of Vocational Education and Training (TVET).

The TVET Program Development and Quality Assurance Expert will be subordinated and will report to the RST Deputy Director - TVET.

2. Duration and proposed timeframe

Duration of the assignment is until 31 December 2019, with starting date not later than 28 June 2019, including a 2-month probation period.

3. Main Duties and Responsibilities

- Provide expertise and analysis of TVET and related policies, legislation and other relevant documents/materials, specifically those pertaining to the development of programs and competence-based standards, as well as quality assurance mechanisms;

- Provide expertise and analysis in such areas as: updating occupational standards and educational standards; development of modern demand-driven curricula; upgrading competencies of teachers and building quality assurance mechanisms; labour market intelligence and skill needs forecasting;
- Development of mechanisms for teachers' re-training to deliver new standards and curricula;
- Establish and build relationships with key stakeholders inside and outside the Ministry, in particular with the Ministry of Social Policy, Ministry of Economic Trade & Development, State Employment Service, Federation of Employers;
- Data and information search, integration and analysis;
- Alignment of actions with the DG on vocational education.

4. Main anticipated deliverables

- New occupational standards and framework curricula;
- New standards and systems for teacher skills upgrading developed;
- New procedures for quality assurance in TVET developed;
- New labour market intelligence tools developed;
- Consolidated RST documents (meeting materials and minutes);
- Regular progress reports on reform development and implementation.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Impeccable ethical standards; excellent communication and interpersonal skills; strong organizational management, communication and presentation skills; motivated team player with ability to work independently;
- At least a Bachelor degree in the relevant field - Master degree preferred;
- PC literacy (PowerPoint, Project, Excel, Word);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- More than 5 years of general professional experience

5.3 Specific professional experience:

- Minimum 3 years of specific experience in education area, preferably in VET;
- Knowledge and experience in the field of curricula development (preferably for TVET), NQF and pedagogy/teaching methodologies;
- Knowledge and experience in dealing with surveys and analysis of their results;
- Knowledge of the labour market and economic issues;
- Knowledge of institutional framework of education sector in Ukraine;
- Experience in working with international experts;
- Strong analytical skills.

6. Assignment Value

The estimated monthly value of this consultancy position is in the region of EUR 800 to EUR 1400. The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors

are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. Please note selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically to the following address: rst@mon.gov.ua

All submissions must include a completed [Application Form](#), the candidate's Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.