



## Terms of Reference (ToR)

- Functional Title:** Non-Key/ Junior Experts (6) trainers of teacher trainers  
For Developing a National Curriculum Framework (NCF) in Primary and General Secondary Education
- Project Name:** Support Human Capital Development and Research - General Education and Human Capital Development  
Service Contract №: 2012/295-369, EuropeAid/131556/C/SER/RS
- Project Objective:** To contribute to human capital development through strengthening the “knowledge triangle”: education – research – innovation, as well as to enhance the effectiveness of the education system in Serbia, thus contributing to a better overall level of knowledge, skills and competences in the society
- Project Components:**
- Component 1: To develop a National Curriculum Framework in primary and general Secondary education
  - Component 2: To enhance teachers’ professional development, develop and deliver training to at least 13.000 teachers with a special focus on lacking competencies of teachers (e.g. transversal competencies)
  - Component 3: To build up a sustained relationship between research in education, Education policy and practice, this assists also in monitoring education reforms and continuously improves education policies
  - Component 4: To establish Practice Schools as teaching bases for professional development of teachers and to have them appropriately equipped.
- Project Duration:** 05 July 2012 – 05 July 2015
- Contracting Authority:** European Union Delegation to the Republic of Serbia
- Country:** Republic of Serbia
- Contractor:** Hulla & Co Human Dynamics KG (Austria) as leading Consortium partner
- Beneficiary and Project Partner:** Ministry of Education and Science
- Post Location:** Expert works in Serbia; the project offers occasional use of facilities of the HD-Project Office, Belgrade, if warranted
- Reporting Structure:** 1<sup>st</sup> Reporting Designate: Senior Expert (curriculum development and teacher training)  
2<sup>nd</sup> Reporting Designate: Team leader  
3<sup>rd</sup> Reporting Designate: Project Manager, Hulla & Co. Human Dynamics KG
- Frequency of Communication:**
- Frequent KE2 (curriculum development), Senior Expert (curriculum development and teacher training), Junior Expert for Coordination  
Component Team 1-2 / curriculum development and teacher training  
Team Leader
- Occasional Seniors in Components 3 (research) and 4 (practice school)  
The Institute for the Improvement of Education (IIE)  
Other most relevant other stakeholders in the area of Curriculum Development

This project is funded by the European Union and implemented by a Consortium led by Hulla and Co, Human Dynamic K.G.



**Staff supervised:** None

**Working Days as per  
Working Agreement:** up to 40 WD

**Start of Assignment:** Assignment Starts: April 2013

**End of Assignment:** Assignment Ends: May 2015

### **Area of Responsibility:**

Under guidance and supervision of the Senior Expert for curriculum development and teacher training, KE2 for curriculum development and the Key Expert 1 (Team Leader), respectively, the expert will be responsible for the conducting of training courses for the teacher trainers (130) responsible of training 13.000 teachers in general education (primary, secondary, VET). The target groups consist of teachers and other educational staff from the project pilot and practice schools and from the non-pilot schools in various parts of Serbia. The area is defined in the Project ToR / Component 2 and in Inception report/Component 4 to include the following activities that will be implemented with the aim to attain them:

### **Major tasks**

- In guidance of KE2 and the Senior Expert for curriculum development and teacher training to plan and implement training of 130 teacher trainers and prepare material for it
- Led by the Senior Expert prepare training material and conduct training courses for 130 teacher trainers in the area of implementing the everyday school work in line with the general part of the National Framework curriculum
- Supported by KE2, the Senior Expert for curriculum development and teacher training, the Senior Evaluation Expert and the Practice Schools Senior expert to plan and implement training for practice school teachers and prepare material for it
- Assist in preparation of a training course performance reports, including list of participants, attendance records and evaluation sheets
- In guidance of the Senior Expert for evaluation apply the feedback methodology on the quality of the training courses, assist the Senior for evaluation in designing of it
- Analyse the feedback results and prepare a brief report on the findings for each training course
- Assist, support and mentor the teacher trainers in their main responsibilities

### **Qualification Requirements**

#### **Qualifications and Skills:**

- Minimum BA/MA in education related areas
- Fluency in written and spoken English
- Writing, reporting and computer skills (MS Office)

#### **General:**

- Minimum 5 (five) but preferably 8 (eight) years of professional experience in the field of education

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- Experience in planning and implementing teacher education / training programs
- Skills and experience in supervising and mentoring
- Good understanding of student centred and individualized approach in teaching practice
- Good understanding of various ways of student assessment
- Understanding challenges in teaching profession in Serbia
- Understanding main characteristics of teaching and teacher competences in an outcomes- and competence- based curriculum environment
- Appreciation and respect for teachers and teaching profession
- Participation in international teacher education and/or professional development programs will be an asset

#### Specific:

- Minimum 3 (three) but preferably 5 (five) years of professional experience in the field of teacher education and / or training
- Knowledge in constructivist theories of learning
- Understanding cross-curricular student competences
- Good understanding of School Development and School Self-evaluation
- Capacity to link system changes to changes in teaching practices
- Recognition the need to/for change in teaching profession and in teacher education
- Participation in programs aimed at upgrading general /cross-curricular / transversal teaching competencies
- Ability to deal with and handle conflicts and conflict situations
- Experience in preparing and tailoring teaching and learning materials
- Experience in cooperating with higher education institutions involved in teacher education will be an asset

#### Reporting

The Expert shall draw up reports and documents in accordance with the ToR. All the reports shall be elaborated in the English language.