
TERMS OF REFERENCE

TECHNICAL ADVISOR ON VOCATIONAL EDUCATION AND TRAINING

Contract-no: 81053993
Project/mandate no: 1406.02.2.0
Project/mandate name/country: Education for Employment in North Macedonia

Employer: **Kurt Wüthrich**

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Contract duration: **From 01.01.2021 to 28.02.2022**

1. Background

North Macedonia has one of the highest unemployment rates in Europe especially among youth. Therefore, fighting unemployment is one of the highest national priorities. One of the key factors for youth unemployment is that the education and training system does not provide skills needed by the economy.

Switzerland has been providing support to North Macedonia since 1992. Employment and Economic Development is one of the three domains of the Swiss cooperation programme in the country. The overall objective of this domain is to contribute to inclusive employment and growth. In its current cooperation strategy in North Macedonia Switzerland put a significant emphasis on vocational skills development.

To contribute to this goal, the Swiss Agency for Development and Cooperation (SDC) has awarded HELVETAS with the mandate to implement the project Education for Employment in North Macedonia (E4E@MK).

The overall goal of the project is: More young women and men obtain gainful employment due to increased employability, as a result of the improved Vocational Skills Development (VSD) and Vocational Education and Training (VET) system. The project addresses the mismatch between the skills provided through the formal and non-formal education and training system and the needs of the economy, thus increasing employability. The project has the following specific objectives:

1. Better performance of non-formal VSD: *More under- and unemployed women and men, including from vulnerable groups, make use of the improved non-formal vocational training offer;*
2. Labour market oriented formal VET through Public-Private Partnership: *Secondary school students benefit from more market-relevant formal vocational training, thanks to effective public-private partnerships;*
3. Improved framework conditions: *Strengthened VSD-related institutions create more favourable framework conditions for the provision of and access to market-oriented and inclusive VSD.*

The project's main target group includes public and private VSD providers, VET schools, companies, relevant institutions including the Vocational Education and Training Centre (VETC) and the Adult Education Centre (AEC), the ministries responsible for formal VET and non-formal VSD, authorities on local level and the Economic Chamber of Macedonia and its related associations.

The primary beneficiaries are young women and men of all ethnic groups either in transition from primary to secondary education or in transition from education to work, aged between 15 and 29 years. Within this group, special focus will be given to persons considered as being vulnerable and facing additional barriers to accessing education and employment opportunities: young women, Roma and persons with disabilities/difficulties.

2. Objectives of the assignment

The assignment is based on the E4E@MK Project Document for Phase 1:

- Outcome 2 and Output 2.2

2. Secondary school students benefit from more market-relevant formal VET, thanks to effective public-private partnerships	2.1. % of students and private sector actors assesses the quality of secondary VET as improved in target regions and clusters
2.2 Key educational institutions are empowered to provide quality VET	2.2.1. Number of established processes to improve organizational capacities related to PPP in VET

- Outcome 3, Output 3.1

3. Strengthened VSD-related institutions create more favorable framework conditions for the provision of and access to market-oriented and inclusive VSD	3.1 % of VSD providers and users assess provision of and access to VSD as more market oriented and inclusive
3.1 Dialog among VSD-related decision makers including private institutions is enhanced through access to international best practice	3.1.1. Number of new/updated policies and laws conducive to market-oriented and inclusive VSD, developed in a participatory way by involving the private sector 3.1.2 Number and regularity of network meetings with international participation

The key objectives of the assignment are:

- Provide professional and conceptual expertise / support to Ministry of Education and Science (MoES) regarding a market-oriented and modern VET system;
- Support the consolidation of communication and cooperation between MoES and E4E@MK.

3. Expected deliverables

The Contractor:

- Periodically gathers and processes international best practices in VET and updates the MoES on this topic;
- Continuously supports to the reactivation of existing or establishment of new mechanisms, official committees and specific workgroups at various levels, aiming to strengthen the exchange between the key stakeholders in VET;
- Acts at the MoES as contact person for the involvement of the private sector in VET;
- Expedites at the MoES the concept of dual VET as new training path in the VET system;
- Supports the MoES in the process of implementing work-based learning in companies with focus on the necessary guidelines;
- Organizes the evaluation processes of five additional Regional VET Centers in North Macedonia in cooperation with E4E@MK;
- Contributes to the development or adaptation of the law on VET, the law on Adult Education and the related under-law documents;
- Ensures professional communication, between the MoES, E4E@MK, other donors and private actors' representatives;

- Assists the MoES and E4E@MK in their regular review, reporting and planning activities;
- Prepares and jointly discuss with E4E@MK short monthly feedback reports.

4. Minimum requirement

Education: Master's degree in Economics, Education, Public Policy, Social Policy, Social or Humanitarian Sciences or other related discipline.

Experience and skills:

- At least 3 years of relevant professional experience in public policy related sector;
- Experience in the work with Governmental and/or international organizations;
- Experience in VET;
- Experience in private sector is an additional asset;
- Fluency in English and Macedonian language (both written and oral). Albanian language is an additional asset.

Competences:

- Strong management, advisory and communication skills;
- Results-oriented and able to deliver quality outputs under tight deadlines;
- High ability to facilitate teams and networks;
- Aptitude to share knowledge and support capacity development processes;
- Integrity, discretion and loyalty;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability.

5. Timeframe of the assignment

- The Contractor will work in the facilities of the MoES;
- The Contractor will sign a temporary employment contract with E4E@MK;
- The contract has a trial period of 6 months;
- After 6 months, in the case of a satisfactory performance and in agreement with the MoES, the contract will be extended until 28 February 2022;
- Based on the needs of E4E@MK and the MoES, the contract may be prolonged after February 2022 (new ToR and new contract);
- This is a full-time (100%) position with a minimum working time of 40 hours per week under the work schedule determined by the MoES.

6. Accountability

For operational issues the Contractor is accountable to the MoES.

For administrative issues the Contractor is accountable to E4E@MK.

7. Logistics

Office space is provided by the MoES.

IT communication equipment is provided by E4E@MK.

Expenses are reimbursed by E4E@MK according to their internal regulations.

Place and date: Skopje, _____