**Terms of Reference (ToR)**

**CONSULTANT**

**to support the Ministry of Education and Research,**

**the Swiss Cooperation Office and other relevant stakeholders in**

**strengthening the Vocational Education and Training sector**

**1. Introduction**

Moldova’s labour market experiences a huge deficit of relevantly skilled workforce, caused, among others, by a substantial mismatch between employers’ needs and the output of the education system. This severely constrains private sector’s activities and competitiveness, and ultimately undercuts the national economic growth. Reforming the vocational education and training (VET) sector is necessary for producing competent and qualified workers that fit the current and future labour market needs.

The Ministry of Education and Research (MoER) is committed to reform and consolidate the VET sector, as established in related provisions of the Educational Code, the European Union (EU) Association Agreement Action Plan and the Moldova 2030 National Development Strategy. A number of international development partners agreed to support Moldova’s efforts in reforming the VET sector. However, these efforts need to be continuously harmonized to ensure their efficient alignment.

In this context, the MoER, supported by the Swiss Cooperation Office in Moldova (SCO) is seeking for services of an experienced consultant in the VET sector.

**2. Description of services required**

**2.1. Objective**

The consultant will provide capacity building, technical advice and assistance to the VET department of MoER in view of supporting the development and implementation of the VET-related part in the Education Strategy 2030, the modernization of the VET system through digitization of content and modern teaching pedagogies and an enhanced coordination of external assistance in the VET sector, including VET-relevant ministries and other organizations.

**2.2. Specific duties**

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| **Tasks**  | **Full working days (fwd)**[[1]](#footnote-1) |
| 1. Advise and provide technical support to the MoER management, especially to the State Secretary and the Head of VET Department, as well as to other stakeholders within the VET sector in view of a proper implementation of the Law on Dual VET, as follows:
	* Advice on formulation of annual plans, reports, budgets, and other documents related to the implementation of VET policies.
	* Provide support to the Commissions established by the Chamber of Commerce and Industries (CCI) for the determination of the degree of compliance of the companies in view of their participation in the professional training process through dual education. Carry out an assessment of the companies as members of the Commissions: develop the analysis regarding the determination of the degree of compliance of the companies in view of their participation in Dual VET and provide recommendations for improvement. Develop and submit reports on the assessment.
	* Carry out field visits to VET institutions and companies involved in Dual VET in order to analyse: i) the educational process; ii) the cooperation between the VET institutions and companies; iii) the level of satisfaction of the students; iv) the quality of the vocational training etc. Conclusions and lessons learnt from these visits will be submitted to the MoER and development partners as a basis for discussion and identification of improvements.
	* Monitor the implementation of the Dual VET based on the approved Law.
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| 1. Support and advise the MoER regarding the alignment of the VET policies with the standards and requirements of accession to the European Union:
	* Provide support to the new entity of the MoER - Structural Subdivision Public Policy Coordination and European Integration (SCPIE) - in the development of public policies for VET system in accordance with the EU acquis and EU standards.
	* Support the development of the legal and normative framework for VET system in accordance with Association Agreement provisions between the Republic of Moldova and the European Union.
	* Advise on integration into public policy documents and national documents planning of the commitments assumed by the Republic of Moldova in the process of accession to the EU related to the VET sector.
	* Support the VET Department of the MoER in the activities of the European Alliance for Apprenticeships (EAfA).
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| 1. Support and advise relevant stakeholders on strengthening the VET sector coordination:
	* Support the VET Department of the MoER in organizing quarterly coordination meetings with donors engaged in the VET sector, with the possibility that these meetings evolve into a formally established Technical Working Group (TWG) in VET. Facilitate exchanges between donors and the VET Department on latest developments, discussion of key reforms required in VET sector and identification of key actions that need to be taken in the VET sector.
	* Facilitate visits in which to present to relevant stakeholders a VET institution and/or company involved in Dual VET.
	* Inform the development partners on the reforms, on latest developments and on the key actions taken in the VET sector.
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| 1. Support and advise on how to facilitate the digital education reform of the VET sector, including:
	* Support Coordination of Digital Education policies and digital education reforms projects.
	* Map digital education reforms and initiatives at policy level and VET providers level.
	* Map digital content available per sector and subject.
	* Support the strengthening of the monitoring framework for Digital Education policies.
	* Support VET providers in the identification of digital development needs.
	* Develop a peer learning system for scaling up best practices in the area of digital teaching and learning pedagogies.
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| 1. Other tasks, as requested by the SCO or MoER, in line with these general ToRs, without affecting the implementation of the specific above-mentioned primary tasks and related to:
	* The implementation of the Law on Dual VET.
	* Alignment of the VET policies with the EU standards.
	* Activities of the TWG in VET sector coordination; and
	* Digital education reforms of the VET sector.
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**2.3. Duration of the assignment**

This assignment is planned for no more than 280 full working days during the period 1 June 2023 – 30 September 2025, depending on need and performance assessed by SCO and MoER.

**3. Coordination, reporting lines, financial arrangements**

The Consultant will be mandated (contracted) by the SCO and will report to Mr. Andrei Stratulat, National Programme Officer for Economic Development and Employment within the SCO, through monthly reports and monthly meetings/ exchanges. Quarterly meetings (online if not possible in person) will be held between the Consultant, the Head of the VET department of the MoER and the National Programme Officer at the SCO to review progress towards the expected results.

Administrative matters in line with this mandate will be managed by the SCO. The Consultant shall pay by her/himself the social security contributions, income tax and other relevant taxes, as stipulated by law of the Republic of Moldova. General Conditions of Business (attached) will be an integral part of the contract.

The Consultant is seconded to MoER and she/he will closely work directly with the Head of the VET department. The MoER will provide the necessary office space and equipment. The consultant can work from there or another location as deemed reasonable.

Date: 30.03.2023

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Anatolie Topală Guido Beltrani

Minister Director

Ministry of Education and Research Swiss Cooperation Office in Moldova

of the Republic of Moldova Representation of the Embassy of Switzerland

 to Moldova

1. The number of (fwd is not fixed per sub-task and may change depending on the tasks at hand, but is indicative of where the focus should be. [↑](#footnote-ref-1)