**Ministry of Education and Research (MoER)**

**Moldova Higher Education Project (MHEP)**

**Procurement Reference: MD-MOED-359135-CS-INDV**

**TERMS OF REFERENCE**

**Education consultant to support MoER and Project Management Team under MHEP**

* + - 1. **Background information on the Project**

Moldova Higher Education Project (MHEP) is a World Bank-financed Project to be implemented between May 2020 and December 2025.

The total cost of credit is EUR 35.7 million (US$39.4 million equivalent) financed by the International Development Association (IDA) and is provided to the Republic of Moldova in support of MHEP.

The Project Development Objective is to improve the labor market orientation of selected higher education institutions and the quality assurance mechanisms. The Project is organized around three components and includes systemic interventions in the areas of higher education quality, financing and management, as well as a targeted program to be implemented by selected higher education institutions and pedagogical colleges to address some of their most pressing needs in labor market orientation.

The MHEP components are described below:

1. Improving the Quality Assurance Mechanisms

2. Improving the Labor Market Orientation through Targeted Interventions

3. Project Management

*Component 1* ***–*** Improving the Quality Assurance Mechanisms. This component aims to improve Moldova higher education system’s quality assurance mechanisms, which would also contribute to improve its labor market orientation. It comprises three sub-components that support activities in: (i) National Qualifications Framework (NQF) and Quality Assurance (QA); (ii) System Management and Monitoring; (iii) Higher Education Financing.

*Component 2* – Improving the Labor Market Orientation through Targeted Interventions. This component would finance the design and implementation of a targeted and needs-based program (Higher Education Improvement Program - HEIP) aimed at improving the labor market orientation of Moldova’s higher education institutions, as well as their research capacity.

*Component 3* – Project Management. This component would support the day-to-day management of the Project by the MoER with assistance of a dedicated team of individual consultants who would provide managerial, fiduciary, and technical support to the implementation of the proposed Project for its full duration.

In this context, the MoER intends to hire an education consultant who will assist and provide support to the MoER (relevant Divisions and Departments involved in the Project implementation), National Agency for Quality Assurance in Education and Research (ANACEC), and Project Management Team (PMT) in order to enhance their capacity for smoother project implementation.

* + - 1. **Objective(s) of the assignment**

The main objectives of the consultancy are to provide technical support and assist the MoER and related agencies/units with the overall project implementation, as well as to maintain continuous and efficient communication between and within all the mentioned stakeholders.

* + - 1. **Scope of Work**

The Consultant to be hired based on these Terms of Reference shall:

* Ensure continuous communication within and between MoER’s departments and divisions involved in project implementation, National Agency for Quality Assurance in Education and Research (NAQAER/ANACEC), universities and PMT as well as interactions, as appropriate, with the World Bank team related to all the Project activities (financial formula, quality assurance activities, qualifications standards, surveys regarding project, education component of the subprojects in subcomponent 2, etc.);
* Be responsible for reviewing the existing draft Terms of References (ToRs) and for reviewing and improvement of the new ToRs related to selection of individual consultants and firms, according to Project’s Implementation Plan, Procurement Plan as well as MoER, ANACEC requirements and needs;
* Assist MoER, ANACEC and PMT in technical evaluation of the received expressions of interest toward individual and firms selection according to qualification requirements;
* Provide assistance and support to PMT for drafting reports and info notes for the Project Executive Director and the World Bank, as appropriate;
* Monitor and evaluate the tasks and deliverables of the contracted individuals and firms according to developed ToRs and provide comments and suggestions, as appropriate;
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  + - 1. **Qualification requirements and basis for evaluation (evaluation criteria)**

The Consultant should have:

* A university degree in education, management or administration area. A Master’s degree will be an asset;
* Good understanding of Moldovan higher education sector, good knowledge of the latest education reforms and policies in Moldova;
* At least 3 years of practical experience in education projects;
* Proven experience in development of Terms of References;
* Work experience with World Bank-supported or other international projects will be an advantage.
* Fluent in Romanian and English (both oral and written);
* Demonstrate strong interpersonal skills, self-organization, ability to work in teams, communicating with all team members.
  + - 1. **Duration of the assignment**

This assignment is a full-time assignment (subject to 8 hours per day) expected to begin in May 2023. The contract will be signed for a period of 12 months.

Subject to Consultant’s satisfactory performance, the contract may be renewed until September 2025, but no more than the Project closing day. The education consultant will submit a report related to the activities performed, on a monthly basis.

* + - 1. **Institutional Arrangements**

The education consultant to be hired in accordance with the proposed position should prepare monthly reports on all activities performed. This monthly report should be subject to approval by the MHEP Project Coordinator. The consultant reports to MHEP Project Coordinator. All reports shall be submitted in Romanian or/and English, upon necessity.

The MoER and Project team will provide the Consultant with necessary support to fulfill his/her duties under this position: Project documents necessary for accomplishment of tasks related to the proposed position, necessary work conditions, including office space, telephone, fax and other office equipment and supplies.

* + - 1. **Confidentiality statement**

All data and information received from MoER for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to MoER. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the MoER.