

Ministry of Education, Culture and Research (MoECR)
Moldova Higher Education Project (MHEP)

Procurement References: MD-MOED-206740-CS-INDV

TERMS OF REFERENCE
for consulting services to assist the Ministry of Education, Culture and Research in the
management of the National Qualifications Register

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 Moldova Higher Education.

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 will 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 will support the day-to-day management of the Project by the MoECR 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.

Component 1 of the Project will finance relevant activities in higher education quality assurance, including the improvement of the existing QA mechanisms. This activity will be implemented by the MoECR's National Qualifications Framework Department in close collaboration with the MoECR's Higher Education Department, MoECR's Information and Communication Technology (ICT) Department and the Information and Communication Technologies Center for Education.

2. Objective of the assignment

The objective of the consultancy is to provide assistance to the National Qualifications Framework (NQF) Department in the management of the National Qualifications Register (NQR)¹.

3. Scope of Work

In order to achieve the objective, the individual consultant shall perform the following tasks:

- Develop the normative framework for use and registration of qualifications in the NQR;
- Coordinate the maintenance process of the NQR by the contracted company;
- Ensure the adjustment of the NQR interface and completion/modification/ archiving of information from the NQR;
- Develop criteria and procedures for evaluation of the level, validation and registration of the qualification in the NQR;
- Install the access module to the NQR database on the workstations of the system users authorized by the MoECR;
- Support managing the NQR by permanently updating it with relevant information and popularise the NQR database with qualifications developed and related materials;
- Assist and train the staff of NQF department in using the NQR;
- Coordinate activities under the Project for the subcomponent 1.1, systematise data, and develop monthly activity reports and support drafting related public communication materials;
- Coordinate activities with other consultants in the area of National Qualifications.

4. Duration of the assignment

This is a full-time assignment (subject to 8 hours per day) expected to begin in April 2021. The contract will be signed for a period of 12 months. Subject to Consultant's satisfactory performance, the contract may be renewed, not exceeding the closing date of the Project on December 31, 2025.

5. Consultant's reporting obligations

The consultant to be hired in accordance with the proposed assignment should prepare monthly reports on all activities performed. This monthly report should be subject to approval of MHEP Project Coordinator in coordination with the Head of the National Qualifications Framework Department.

6. Qualification requirements and basis for evaluation (evaluation criteria)

- (i) General experience (30 points):
 - Bachelor's degree in IT, technical science or related fields;
 - 2 years of professional experience in IT projects;

¹ https://mecc.gov.md/sites/default/files/concept_rnc_782_din_23.05.2018.pdf

(ii) Adequacy for Project (40 points):

- Professional Experience in the implementation and management of automated information systems;
- Experience in the development of software design and development solutions, and in the analysis of technical documentation;
- Experience in drafting regulatory framework related to automated information systems, preferable in the area of education;
- Experience in international cooperation projects would be considered an advantage;
- Working experience in education system policies would be an advantage;

(iii) Language and Experience (30 points):

- Flexibility and good analytical skills;
- Good teamwork skills;
- Excellent knowledge of Romanian (both written and oral), good knowledge of English, and ability to develop documents in English/Romanian.

7. Institutional Arrangements

The Consultant will report to the Project Coordinator, Project Executive Director, Head of the National Qualifications Framework Department and Head of Information and Communications Technology Department of the MoECR. The MHEP team will oversee the process of consulting services, and will manage the contract implementation.

The MoECR and Project team will provide the Consultant with necessary support to complete the assignment: project documents necessary for assignment accomplishment, necessary work conditions, including office space, telephone, fax and other office equipment and supplies.

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