

## **TERMS OF REFERENCE**

Consulting services (company) for mapping study of extracurricular educational services in order to review the existing mechanism/framework that finances extracurricular educational services

### **1. Background information on the project**

Moldova Education Reform Project (MERP) is a World Bank-financed Project to be implemented, between April 2013 and April 2022.

The total cost of original credit is SDR 26.1 million (US\$ 40 million equivalent). The Additional Financing (AF) in the amount of SDR 7.1 million (US\$ 10 million equivalent) is provided to the Republic of Moldova in support of Moldova Education Reform Project.

The MERP supports the Government of Moldova (GoM) reform program by financing activities that will strengthen the quality of education and lead to a more efficient education sector. Through this Project, the World Bank supports the GoM in implementing the needed reforms, which include initiatives for:

- Improving learning conditions in targeted schools;
- Strengthening the education monitoring systems;
- Promoting efficiency reforms in the education sector.

MERP's focus is to support interventions that would lead to improvements in the quality and efficiency of primary and general secondary education. Specifically, the AF would allow the Ministry of Education, Culture and Research (MoECR) to expand the coverage and depth of selected activities already initiated under MERP, such as teacher and school managers' training, participation in Programme for International Student Assessment (PISA), and development of an additional module to Education Management Information System (Technical and Vocational Education Training module) and roll-out of the preschool module.

The objective of the Project is to improve learning conditions in targeted schools and strengthen the Recipient's education monitoring systems, while strengthening efficiency of the sector.

The MERP has three components:

- A. "Strengthening the Quality of Education",
- B. "Improving the Efficiency of the Education Sector"
- C. "Improving the Ministry of Education, Culture and Research's Capacity to Monitor the Reform".

In accordance with article 36 of the Education Code of the Republic of Moldova, the extracurricular education shall be organized outside the program and school activity through complementary activities to the educational process organized in the educational institutions, meant to develop the cognitive, emotional and action potential of children and youth, and to meet their interests and options for free time.

The extracurricular education shall ensure additional opportunities for information, documentation, communication, development, social inclusion and self-fulfillment.

The current system that provides extracurricular education services in Moldova is not uniform. There are at least 6 types of public institutions that provide extracurricular education services:

- children' creative centers / children' palaces etc.
- sports schools;
- art schools;
- schools (gymnasiums and lyceums);
- youth resource centers;

- art clubs that carry out activity under local and regional cultural centers.

At present, there is no structured and uniformed information regarding such aspects as: nomenclature of educational services provided by these institutions, expected educational outcomes, funding principles, the qualification of human resources, mechanisms for evaluating the quality of extracurricular services. As a result, the MoECR has a limited possibility to develop effective and efficient policies in order to provide high-quality extracurricular educational services.

In this context, MoECR intends to hire a consulting firm (“Consultants”) to carry out a holistic, nationwide study of the extracurricular educational services.

## **2. Objective of the assignment**

The main objective of the proposed assignment is to conduct mapping national wide study of extracurricular educational services, offered by Moldovan public education institutions, in order to inform relevant policy makers about strengths and weaknesses in this field, including recommendations for improving the financing mechanism.

## **3. Scope of Work**

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

### **Task 1. Develop the research methodology and the detailed work plan.**

The methodology and work plan will include descriptions of the expected outcomes for each activity and timeline. These outcomes will be incorporated in the final report.

### **Task 2. Implement the work plan, approved by the MoECR. The following activities shall be carried out under this task:**

- analysis of the legal framework on the activity of all types of institutions that provide extracurricular educational services;
- collection, systematization and analysis of quantitative data with reference to extracurricular education;
- analysis of the services provided by institutions including the following aspects:
  - structure of beneficiaries,
  - educational outcomes, training programs and relevant learning strategies,
  - certification procedure (as appropriate),
  - specific equipment/infrastructure and other educational resources,
  - providers qualification,
  - estimated costs per beneficiary,
  - accessibility,
  - quality assessment mechanism;
- elaboration of the list of services provided free of charge and the list of services that are partially or fully paid by beneficiaries;
- analysis of the financing mechanism at the national and local level;
- analysis of the management for organization and functioning of the extracurricular institutions;
- analysis of human resources management (functions, qualification, recruiting and evaluation procedures etc.).

The consultant will inform regularly the MoECR about achieved results and any difficulties arisen during implementation.

### **Task 3. Preparation of a report on extracurricular educational services.** The report shall include:

- a) Mapping of all institutions that provide extracurricular educational services, including the number and profile of beneficiaries, expected / obtained educational outcomes and their certification (if applicable);
- b) Description of the legal / normative framework that regulates the activity of the institutions and their subdivisions;
- c) Description of the methods, used by public institutions in order to identify the relevant types of extracurricular educational services that will be provided to children, adolescents and youth;
- d) Conclusions regarding responsiveness of the extracurricular educational services to the beneficiaries' interests and needs;
- e) Conclusions regarding accessibility of the extracurricular educational services;
- f) Description of the management of organization and functioning of institutions, which provide extracurricular educational services;
- g) Description of the financing mechanism for the extracurricular educational services, including the description of the methodology for estimating / planning the costs of the provided services;
- h) Description of the human resources policies applied by institutions in order to provide extracurricular educational services: functions, qualifications, recruitment and professional development of staff (occupational nomenclature, professions / functions);
- i) Description of the conditions for providing extracurricular educational services (forms, methods, infrastructure for each type of service);
- j) Description of the methodology (mechanisms and tools) applied in order to evaluate the quality of different types of extracurricular services;
- k) Description of the identified problems and their prioritization;
- l) Recommendations, that can be used for improvement of the legal framework, financing mechanism, curricula, human resources selection and improving their competencies, improvement of the quality evaluation system.

#### **4. Deliverables**

The Consultant shall submit to the Ministry of Education, Culture and Research (MoECR) the following deliverables:

- a) Methodology, detailed work plan and expected outcomes;
- b) Report on extracurricular educational services and their funding mechanisms.

The methodology and the detailed work plan shall be developed in Romanian language and shall be submitted electronically and in hard-copy.

The report on extracurricular educational services shall be developed in both Romanian and English languages and shall be submitted electronically and in hard-copy.

#### **5. Qualification requirements and basis for evaluation (evaluation criteria)/**

The consultant shall have proven experience in:

(i) *General experience (30 points):*

- At least 5 years of experience in conducting surveys and sociological studies;
- Experience in conducting mapping studies in the education sector would be an advantage;

(ii) *Specific experience (30 points):*

- Experience in developing methodology for mapping studies;

- Experience in evaluating the quality of educational services would be an asset;
- Experience in evaluating capacities of the educational institutions would be an asset;
- Experience in collaborating with educational institutions would be an asset;
- Experience in at least one similar assignment would be an asset.

*(iii) Professional experience of key personnel (40 points):*

- The Consultants team will include at least 3 (three) key members: a team leader, a financial analyst and an educational analyst.

**Team leader:**

- University degree in sociology, education sciences, or management;
- Minimum 5 years of experience in conducting study at the national level;
- Team-leader experience in at least two similar studies;
- Good knowledge of the educational legal/normative framework;
- Excellent technical writing skills in Romanian; good knowledge of English and Russian language;
- Experience with Microsoft Office package (Word, Excel, Power Point, etc.)

**Financial analyst:**

- University degree in economy or management;
- Proven experience in analyzing and evaluation of the financing mechanism of public services;
- Experience in analyzing the financing mechanism of educational services would be an asset;
- Excellent technical writing skills in Romanian; good knowledge of English and Russian language would be an advantage;
- Experience in data analysis and use of statistical packages (Stata, SPSS etc.)
- Experience with Microsoft Office package (Word, Excel, Power Point, etc.)

**Educational analyst:**

- University degree in education sciences, sociology, management or other relevant fields;
- In-depth knowledge of Moldovan educational sector,
- Good knowledge of the latest education reforms and policies in Moldova;
- Proven experience in evaluation the quality of educational services;
- Experience in analyzing and evaluation of management practices in educational sector;
- Excellent technical writing skills in Romanian; good knowledge of English and Russian language would be an advantage;
- Experience with Microsoft Office package (Word, Excel, Power Point, etc.)

**6. Duration of the assignment and estimated time input**

This consultancy is expected to begin in April 2020 until September 2020, with the deliverables submitted as follow:

Deliverables	Submission Deadline	Approval by
Methodology including detailed work plan and expected outcomes, developed in Romanian language, submitted electronically and in hard-copy	2 weeks from signing the contract	Ministry of Education, Culture and Research

Report on extracurricular educational services, including their financing. Report shall be developed in both Romanian and English languages and shall be submitted electronically and in hard-copy	16 weeks after approval of the Methodology and detailed work plan	Ministry of Education, Culture and Research
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## 7. Institutional Arrangements

The Consultant will work under the direct supervision of the General Education Department of the Ministry of Education, Culture and Research, and all activities will be coordinated with this department.

The MoECR will provide the Consultant with all Project documents deemed necessary for assignment accomplishment.

### Reporting

The Consultant will report to the Project Executive Director and Head of the General Education Division of the MoECR.

**Confidentiality statement:** All data and information received from MoECR 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 MoECR. 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 MoECR.