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**Republika e Kosovës**

**RepublikaKosova - Republic of Kosova**

*Qeveria - Vlada - Government*

*Ministria e Arsimit, e Shkencësdhe e Teknologjisë*

*MinistarstvozaObrazovanje, NaukuiTehnologiju - Ministry of Education, Science and Technology*

REQUEST FOR EXPRESSIONS OF INTEREST

Ministry of Education, Science and Technology

Project Title: Education Systems Improvement Project (ESIP)

Project Number: P145009 Credit No: IDA 5760

**Assignment Title: Test Administration Officer**

**Ref**: 2.2.3.C/CS-IC/ESIP

The Government of Kosovo has received a World Bank Credit to implement an Education Systems Improvement Project (ESIP). The project is approximately US$11 million equivalent and aims at supporting the education sector reforms in Kosovo in order to (i) improve the Strategic and financial planning and monitoring capacity for decentralized education system; (ii) improve and strengthen teacher management and certification; (iii) provide support for the strengthening and improvement of Kosovo’s student assessment and examination system; and (iv) strengthening Education Monitoring and Evaluation Capacity and Implementation and Communications Support.[[1]](#footnote-1)

One of the project objectives is to strengthen the capacities of key institutions for monitoring educational outcomes and assessment of student learning in order to revise and modernize the current system of national student assessment and support participation in international assessments. This builds on the Ministry of Education, Science and Technology (MEST) efforts put towards the development of a learning assessment system for grade 5 and its implementation, the development of an assessment policy and reporting standards, improvements in the administration of Matura exam, and application for PISA 2015. This subcomponent aims to strengthen the capacity of the MEST, through its Division for Standards, Monitoring and Evaluation (DSME), to design, administer and process high quality examinations and large-scale student assessment surveys for a range of purposes. To that end, the support aims to increase the availability, relevance, and quality of assessment-related data and qualitative information made available to policymakers and practitioners. To enable these improvements and build the capacity for better implementation of DSME activities, MEST through ESIP will contract the Twining Firm to support the implementation of a national assessment plan.

1. **OBJECTIVE OF THE ASSIGNMENT**

The main objective of this assignment is to support the design and implementation of the new logistical procedures and security measures to improve the administration of tests and examinations and reduce malpractice. As part of the objectives for this assignment, the Test Administration Officer will be actively involved in training and capacity building activities organized by the ESIP and DSME with the aim to support the implementation of DSME activities and development of exam administration documents related to Matura, grade 9 and grade 5 and other national and/or international exams that MEST may introduce.

1. **SCOPE OF SERVICES**

The scope of work under this assignment will focus on: (a) supporting the design and implementation of new logistical procedures and security measures to improve the administration of examinations and reduce malpractice and be part of the process led by the Twinning Firm as part of the knowledge transfer; (b) work with the Twining Firm to develop implementation manuals and training materials for test administration; (c) ensure standards for test administrators selection and assignments are aligned with the rules/procedures defined in the National Assessment Framework. The person who will be appointed for this assignment will be expected to be actively engaged in training and knowledge transfer from ESIP (Twinning Firm which will support DSME for the next three years in most of the activities under subcomponent 2.2, under the expectations that s/he would become a part of DSME[[2]](#footnote-2) or KCSSA staff.

***The Specific Test Administration Officer Duties and responsibilities are:***

1. Support DSME on the revision and/or development of new logistical procedures and security measures to improve the administration of examinations and increase quality, reliability and effectiveness.
2. On the basis of revised new logistical and security measures, support the view and revision of the existing training materials and guidebooks for test administration, ensuring alignment with the National Assessment Framework when developed, and the Law for Matura Examination and other student assessment and testing carried out in Kosovo. These practices will also draw on international best practices and their applicability to Kosovo context. Support the development of the new materials as needed for student assessment and examination administration, including but not limited to Matura, Grade 9 and 5, or any other forms of testing the DSME may introduce in the future. In developing the new materials, the existing or new legislation will be consulted, including the Law for Matura Examination or other relevant legislation to ensure alignment.
3. Support DSME on introducing and implementing the new logistical procedures and security measures in alignment with the newly developed National Assessment Framework and ensure that adequately trained, qualified, and experienced test administrators are appointed and allocated to various testing localities. In performing this task, collaboration with Municipal Education Directorates will be required and quality assurance mechanisms will be conducted at the national, municipal and school level.
4. Develop the schedule for training of test administrators for the Matura, Grade 9 and 5, and any other tests that DSME may develop, and coordinate all logistical arrangements with the relevant municipal authorities.
5. As part of the logistical arrangements, the Test Administration Officer will also arrange distribution of relevant materials, such as test booklets and exam procedure guidebooks to relevant municipalities.
6. As per the new security and logistical measures, the Test Administration Officer will support DSME in the distribution of sensitive materials to the testing centers or municipalities, and ensure this is done in full accordance with the security and confidentiality measures introduced and integrated as part of the forthcoming National Assessment Framework.
7. Participate in day-to-day DSME activities, such as: regular staff meetings; meeting with Twining Firm and other activities as required by the head of DSME.
8. Upon the agreement with the head of DSME the list of tasks can be amended to meet any evolving situation or requests form MEST.

## REPORTING OBLIGATIONS

The Test Administration Officer will report to and work under the direction of the Head of the DSME and/ or KCSSA when established. S/he will also report to MEST General Secretary and ESIP Project Coordinator. Test Administration Officer will deliver reports and outputs, and any other ad hock reporting requirements in English and Albanian in timely manner as per agreed schedule.

## SELECTION PROCESS, DURATION AND PAYMENT SCHEDULE

The work of Test Administration Officer will be on full time bases and will take place between June 15, 2017 and December 31, 2018, or any other period as may be subsequently agreed by the parties in writing.

The Test Administration Officer will be compensated at the level of civil servant, and is expected that with the end of the support from ESIP, s/he becomes a staff member of DSME subject to good performance. All terms and conditions for this assignment will be described in the contract.

The Test Administration Officer will keep accurate records of his/her time spent on the Project and his/her expenses (as authorized in the contract). Prior to each payment, ESIP Project Coordinator, based on the assessment of the Head of the DSME, needs to approve the quality of the work carried out by the Test Administration Officer. S/he will communicate on a regular basis with the ESIP Project Coordinator and MEST General Secretary.

The Client will provide office space required to perform tasks assigned.

1. **QUALIFICATION AND REQUIREMENTS**

* Bachelor’s degree in Education, Social Sciences, Languages, Mathematics or any other relevant field to the assignment. Master’s degree is an asset.

At least 3 years of experience in administration of large scale training programs and/or testing, and demonstrated capacity to manage or lead all logistical aspects for such training programs.

* Experience in facilitating trainings and meetings.
* Experience in developing training materials and/or guidebooks.
* Experience in national and/or international educational assessment.
* Familiarity with Kosovo Education System.
* Proficiency in the utilization of spreadsheets, word processing and applications, and power point.
* Excellent planning, organizational, and problem solving skills.
* Ability to carry-out and/or lead multiple tasks effectively while meeting deadlines.
* Strong coordination and management skills.
* Ability to work under pressure.
* Good interpersonal and communication skills.

The Ministry of Education, Science and Technology now invites eligible individual consultants to indicate their interest by submitting the CV and the Cover Letter. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [*Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*](http://www.worldbank.org/html/opr/consult/contents.html) dated January 2011 revised on July 2014(“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected under the provisions of the World Bank’s Guidelines for the Selection and Employment of Consultants, January 2011, revised on July 2014, based on the method of Selection of Individual Consultants (IC), Time Based contract. A written test and interview will be used during the selection process.

Further information can be obtained at the address below during office hours ***i.e. 08:00 to 16:00 hours*.**

A CV and a Cover Letter must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **10:00 on 09 June 2017.**

Project Coordination Unit – PCU

Address: Agim Ramadanin.n

Ministry of Education, Science and Technology, Office 309.

10 000 Pristina, Kosovo

E-mail: [esip.procurement@gmail.com](mailto:esip.procurement@gmail.com)

1. More information regarding the Project can be found at:

   <http://documents.worldbank.org/curated/en/823281467991937253/pdf/PAD1015-PAD-P149005-IDA-R2015-0232-1-Box393188B-OUO-9.pdf> [↑](#footnote-ref-1)
2. The Kosovo Education Strategic Plan (KESP) and the Law on Pre-University Education in Kosovo foresee the establishment of the Kosovo Curriculum, Standards and Assessment Agency (KCSAA). [↑](#footnote-ref-2)