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**Republic of Kosovo**

**Government**

**Ministry of Education, Science and Technology**

***Kosovo Education Systems Improvement Project (KESIP)***

REQUEST FOR EXPRESSIONS OF INTEREST

**Project Number:** P145009 Credit No: IDA 5760

**Assignment Title: Statistics and Data Analysis Officer (2 positions)**

**Reference No**.: 2.2.3.A/CS-IC/ESIP and 2.2.3.B/CS-IC/ESIP

1. **BACKGROUND**

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 strengthening 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. It 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 2019. 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 overall objective of the subcomponent is to provide assistance to the DSME to enhance and modernize the systems and practices of data management and analysis in the education sector. The specific objectives under this assignment aim at supporting the development, coordination, test design and statistical and psychometric analysis. In addition the aim is to support the report writing of results of assessments and examinations, item quality review in conjunction with test development committees, and test form construction that will enable equating procedures.

## SCOPE OF SERVICES

The scope of service for this assignment will focus on the coordination of the test design and providing support in carrying out the testing process. This will include responsibility to carry out statistical and psychometric analysis, report writing of assessment results and examinations, item quality review in conjunction with test development committees and test form construction that enables equating procedures.

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).

***The Specific Statistics & Data Analysis Officer Duties are:***

Knowledge with the “general” statistical packages is a must and as part of the assignment the consultant will receive specialized training to carry out psychometric analysis (STATA and /or SPSS package, PARSCALE or IRTPRO, or similar IRT analysis software) of tests including, but not limited to, classical item analysis, general descriptive analysis of data, factor analysis, 2- or 3- parameter IRT analysis of test results, establish levels of reliability and validity of the examinations, construct equivalent forms, establish levels of information content of the tests, and carry out equating procedures and plan equating designs.

* Collaborate and/or lead data analysis and report writing based on results of local and international assessments carried out by MEST.
* Develop reports integrating testing data with questionnaire responses.
* Perform other tasks as needed including, developing proposals and planning new projects.
* Write and review technical reports on statistical and psychometric analysis of tests at MEST DSME.
* Participate in the quality review of items and test forms for MEST DSME large-scale examinations.
* Participate and assess in activities of various committees including, test development, psychometric reviews, review of testing results, presentations and dissemination of examination results.
* Collaborate in activities involving other special assessment projects, including international examinations.
* Participate in psychometric training.
* Participate in day-to-day DSME activities, such as: regular staff meetings; meeting with Twining Firm and other daily activities as required.
* Upon the agreement with the head of DSME the list of tasks can be amended to meet any evolving situation or requests from MEST.

## REPORTING OBLIGATIONS

The Statistics and Data Analysis 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. The Statistics and Data Analysis 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

The service 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.  The probationary period will last for 3 months and s/he will be selected in accordance with the procedures set out in the World Bank’s Guidelines: Selection and Employment of Consultants, Appendix 1 for post review under IBRD Loans and IDA Credits & Grants by World Bank Borrowers published in January 2011 (Consultants Guidelines), or under the provisions of Regulation of Ministry of Finance -No. 05/2017on the Amendments of Regulation MF-NO. 01/2016 on the Management of Borrowing Funds, supplemented and amended by regulations. All terms and conditions for this assignment will be described in the contract.

Payments will be done on monthly basis. Prior to each payment, ESIP Project Coordinator needs to approve the quality of the work carried out by the consultant. The consultant will communicate on a regular basis with the ESIP Project Coordinator and MEST’s General Secretary.

The work of the Statistics and Data Analysis Officer will be on full time bases and will take place between August 15th, 2018 and December 31, 2019, or any other period as may be subsequently agreed by the parties in writing.

The Statistics and Data Analysis 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 Statistics and Data Analysis 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 Statistics and Data Analysis 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. **REQUIRED QUALIFICATION**

**Minimum requirements:**

* Bachelor’s Degree, in Mathematics, Statistics, Economics (or similar background) preferred.
* At least 3 years of experience in the relevant field of this assignment.
* Experience in report writing.
* Experience in national and/or international educational assessments is an asset.
* Substantial skills in the utilization of databases, spreadsheets, word processing applications and other software.
* Basic knowledge of statistical analysis software (SPSS, STATA or similar) and psychometric experience preferred (with IRT analysis software, such as Parscale or IRTPRO).
* Knowledge of the integration of questionnaire results with the quantitative data in an educational assessment.
* Knowledge on research design and statistical analysis skills.
* Ability to carry-out and/or lead multiple tasks effectively while meeting deadlines.
* Substantial planning, organizational, and problem solving skills
* Ability to work under pressure.
* Good interpersonal skills.
* Excellent command of English language.

Desirable/Advantaged:

* Master Degree, in Mathematics, Statistics, Economics (or similar background).
* More than 3 years of experience in the relevant field of this assignment.
* More than 3 years of experience in national and/or international educational assessments
* Proficient in the utilization of databases, spreadsheets, word processing applications and other software.
* Advance knowledge of statistical analysis software (SPSS, STATA or similar) and psychometric experience preferred (with IRT analysis software, such as Parscale or IRTPRO).
* Advance knowledge of the integration of questionnaire results with the quantitative data in an educational assessment.
* Excellent ability to carry-out and/or lead multiple tasks effectively while meeting deadlines.
* Excellent planning, organizational, and problem solving skills.
* Excellent proven experience in report writing.

**General Qualification**

1. Substantial computer skills and knowledge, including good command of MS Office applications (Excel, Word, PowerPoint and Publisher), and emailing;
2. Excellent communication, intrapersonal, and management skills; and
3. A positive attitude to solving problems

**VII. Reporting Obligations**

The Consultant 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, Project Coordinator, needs to approve the quality of the work carried out by the Consultant. S/he will communicate on a regular basis with the Project Coordinator and other relevant stakeholders.

**VIII. Client’s Contribution**

The Consultant will be based and work in the PIU MEST premises in Prishtina. The Client PIU (MEST) will provide office space and equipment required to perform tasks assigned.

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 relevant 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 together with a motivation letter and copies of qualifications must be submitted to the email address below, until 10th of September 2018 at 16:00 PM

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)