

TERMS OF REFERENCE

PR MANAGER

FOR THE DEVELOPMENT OF THE SYSTEM OF QUALITY ASSURANCE FOR SCHOOL EDUCATION UNDER THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

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| ToR Date of Issuance: | March 23, 2018 |
| Due Date for Applications: | April 6, 2018 |

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives;
- Ensures transparent **recruitment** of human resources;
- Manages the **contracting** and payment of human resources;
- Provides financial **reports** for donors;
- **Monitors** initiatives for results.

Reform Initiative

One of the areas of school education reform is development of an internal and external system for quality assurance. In accordance with a new law "On Education", schools have received significant autonomy - organizational, staffing and academic. Instead, schools are responsible for ensuring the quality of education in the areas specified by the Law: developing a quality assurance strategy (policy); assessment of the effectiveness of school leadership management; creating an inclusive educational environment, ensuring academic integrity; criteria and procedures for assessing students and assessing of teaching staff; resources for the organization of the educational process; information systems and tools for the effective management of the school.

Achievements of the educational institutions have to be evaluated through self-assessment and institutional (or public) audit. To assist schools in ensuring the quality of education through monitoring of educational activities of the school, and conducting an institutional audit, approval of educational programs of educational institutions, the State Service of Education Quality Assurance has been established.

To implement an internal quality assurance system secondary education, it is necessary to develop appropriate standards and recommendations for quality-defined areas, a set of indicators that will help schools to track their progress. These recommendations (standards) will help schools to shape their approaches to quality assurance and effectively achieve results that are envisaged by state standards for general secondary education.

Position Summary:

PR Manager will be responsible for ensuring support of the Deregulation office deliverables (new Sanitarian Regulation and new Instruction on paperwork at school) by all the stakeholders and development of system for internal quality assurance at the level of school by all stakeholders by involvement them into discussion of the standards for internal system of quality assurance.

Preferred Qualifications and Skills:

- No less than 5 years in GR and PR;
- Experience in education area;
- Good presentational skills;
- Project lobbying skills.

Indicative duties and responsibilities:

- Stakeholders map and activity plan;
- Development activities:
 - Development of framework documents on promotion of updating sanitarian regulations for school and deregulation;
 - Information materials/statements/ on the importance of changes in sanitarian regulations and deregulation in education;
 - Including the above topics to public speeches of the Minister of Education and top officials;
 - Development of the Information materials/statements/ on the importance transparent and clear procedure of institutional audit and importance of the system of internal quality assurance;
 - Organization of expert discussions (3-4 during the project);
 - Support of MoES and MH press-services to address the topics.

Contract Duration and Timing:

Part- time position based in Kyiv. The total duration of the consultancy is expected to be 6 months with possible extension.

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on April 6, 2018** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English).
- 2) Applicant's brief letter of interest indicated related experience and achievements (in English).

Please ensure to state **PR Manager** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after April 11, 2018.