

### TERMS OF REFERENCE

#### LEGAL ADVISOR

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

ToR Date of Issuance:	<b>March 23, 2018</b>
Due Date for Applications:	<b>April 6, 2018</b>

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#### 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:**

**Legal Advisor** will be responsible for developing comprehensive legal analyses of the developed standards for internal system of quality assurance. Drafting amendments to regulations, collaboration with internal legal departments of the MoES and others state institutions and local educational legal departments, schools' administration, preparation of presentations and analysis of legal acts.

## **Preferred Qualifications and Skills:**

- Master's degree in Law from the Reputable Ukrainian University;
- Strong analytical, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word, Liga and Rada proficient);
- Fluency in Ukrainian, English at least intermediate;
- Minimum 5 years of working experience in Law. Prior experience of work in public services reform team is a plus;
- Master's degree in public administration is an advantage;
- Proven knowledge and professional experience in Ukrainian law.

## **Indicative duties and responsibilities:**

- Legal analyses of the developed standards;
- Draft amendments of laws and bylaws;
- First draft of procedure for Institutional audit;
- Advise on all legal issues regarding the project.

## **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](mailto: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 **Legal Advisor** 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.*