**PRIMARY EDUCATION IMROVEMENT PROJECT (PEIP)**

TERMS OF REFERENCE

**SCHOOL INFRASTRUCTURE ASSISTANT**

1. **Background of the Project**

The Primary Education Improvement Project (PEIP) development objective is to improve conditions for learning in primary education in North Macedonia.

The Project would support the Government of North Macedonia’s initiatives geared to:

• improve learning environment at the primary level;

• improve quality of teaching practices; and

• implement school improvement plans that use performance data and monitoring tools for improving student learning.

The project will be organized around three main elements that need to be aligned in order to be complementary to each other. Component 1 focuses on school-level interventions, which are closest to students and most likely to impact learning while also mitigating and recovering learning losses generated by COVID-19. Two enabling elements are system-level reforms that would create the necessary enabling conditions so the school teachers are empowered with data on learning and up-to-date training. Component 2 would develop a comprehensive national assessment program to inform both school improvement planning and professional development programs, serving to link the school and system levels. Component 3 would put into practice professional competences for educators. Together, these elements will provide adequate information, tools, training and support to create effective and improved conditions for learning and ultimately increase student achievement. Component 4 would strengthen sector management, project management and monitoring and evaluation. The legal framework for implementation of above-mentioned reform interventions was recently adopted and there is an adequate institutional set up to embed them and eventually further enhance. The project activities are targeted toward building the foundation of a modern and efficient primary education system that is orienting all parts of the system toward learning.

The Ministry of Education and Science (MOES) is the main implementing agency of the Project in close cooperation with the National Examination Center (NEC), Bureau for Development of Education (BDE) and State Educational Inspectorate (SEI). Projects direct beneficiaries will include primary education students, but focused support will be given those who are vulnerable (Roma, girls, students disproportionally affected by the closure of schools due to the COVID-19 pandemic) which are expected to benefit from improved learning and physical environment in the schools as well as from better-trained teachers. Primary education teachers, school principals, and MPSTs will benefit from more efficient professional development and career advancement, teaching adds, and grant program to implement their school improvement plans. The project activities are targeted toward building the foundation of a modern and efficient primary education system that is orienting all parts of the system toward learning.

1. **Objective of the assignment**

The objective of this assignment is to hire an individual consultant in the project management unit as school infrastructure assistant to support the school infrastructure specialist and the process of upgrading the physical learning environment of the primary schools in North Macedonia.

1. **Scope of services**

* Coordinate consultants, contractors and suppliers hired for the purpose of upgrading of the physical learning environment, updating learning resources, or other project related activities
* Cooperate and coordinate with relevant departments in MoES and project beneficiaries in the process of collecting data from schools regarding their needs for upgrades in the physical learning environment
* Assist in preparation of technical specifications for procurement of works, goods and relevant technical services;
* Participate in the evaluation committees during the evaluation process related to the building/reconstruction and other project related activities;
* Assist in monitoring of the implementation of the contracts signed for preparation of project designs, supervision of works, furnishing, execution of civil works, and training of teachers to use the new equipment etc.
* Monitor progress by making regular follow up visits to building/reconstruction sites in order to ensure that building/reconstruction works are performed within the agreed deadlines;
* Any other activities in correlation with the implementation of the Project.

1. **Reporting obligations**

The consultant shall report to the Project Director. Upon request by the Project Director and/or the Minister of Education and Science the Consultant shall produce and submit progress reports for the implementation of the Project activities.

**5. Experience and qualifications**

* University degree in Architecture or Civil Engineering;
* At least 2 years of professional experience similar to the assignment.
* Experience in coordination and management of civil works contracts would be an advantage.
* Experience in working with international organizations would be an advantage.
* Knowledge of Macedonian legislation and standards in the fields of architecture, design, construction, urban planning and environmental protection;
* Full computer literacy (MS Office);
* Fluency in Macedonian and English;
* Driver’s license- category B

1. **Duration of assignment**

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in North Macedonia. The contract for this assignment will be until 27 February 2026.