

Strengthening innovative capacities of higher education and science

Key experts

The Service contract has to provide two (2) Key experts. Each key expert should spend 95% of time input in Montenegro.

Key expert 1: Team Leader

Team Leader will be responsible for the overall project coordination and quality control of project implementation and will work minimum **220** working days. The Team Leader will be responsible for regular liaison with the main beneficiaries and other institutions represented on the Project Steering Committee to ensure that the project is being implemented smoothly and that any problems are eradicated rapidly. The Team Leader is responsible for relations with the Contracting Authority, main beneficiaries and the target institutions for organising and managing the project activities. The Team Leader must ensure – in close cooperation with the Contractor – the availability of suitable experts in accordance with the Project Work Plan and the requirements of Contracting Authority and main beneficiaries. The Team Leader shall be in charge ensuring that the reporting obligations are timely fulfilled under the highest standards of quality.

In addition to managing the team and communicating with the main beneficiaries and the Steering Committee, the Team Leader should be involved in at least first two (2) activities of the project.

Qualifications and skills:

- University degree (where a degree has been awarded on completion of four years study in an University or equivalent institution) or 10 years of general experience. in the area relevant for this service contract;
- Fluency in both written and spoken English;
- Computer literacy.

General professional experience:

- At least 5, but preferably 7 years experience, in the educational process in higher education;
- Management expertise gained through the participation in at least one project of a size and duration similar to this one as a team leader;
- Experience in EU project management methodology gained through the participation as a key expert in at least 1 project funded by the EU.

Specific professional experience:

- At least 5 years experience in higher education curricula planning, preparation and development;
- Experience in labour market analysis/forecasting;

- Experience in the development of occupational and qualification standards in higher education;
- Experience in the area of conducting qualification needs analyses, designing and delivering courses for guidance specialists would be an advantage. He/she should be familiar with the latest trends, developments and best practices within EU regarding higher education and labour market.
- Experience in EU pre-accession funds, Structural and Cohesion Funds would be an advantage.

Key expert 2: Training Manager (minimum 140 working days)

Training manager will be responsible for the assessment of training needs, preparation of training programmes, the organisation, delivery of training, evaluation of training quality, etc.

Qualifications and skills:

- University degree (where a degree has been awarded on completion of four years study in an University or equivalent institution) or 10 years of general experience in the area relevant for this service contract;
- Computer literacy;
- Fluency in both written and spoken English.

General professional experience:

- At least 5, but preferably 7 years experience in educational processes in higher education;
- At least 5, but preferably 7 years experience in the assessment of training needs, preparation of training programmes, organisation and delivery of training.

Specific professional experience:

- Experience in preferably 2 but minimum 1 project related to designing and delivering of training;
- At least 3 years experience in designing and delivering training in innovative and multidisciplinary teaching methods at higher education institutions;
- At least 3 years experience in the design and provision of training for upgrading transferable skills of university professors and researchers;
- Experience in the area of conducting training needs analyses, designing and delivering training for university professors and researchers would be an advantage.
- Experience in EU pre-accession funds, Structural and Cohesion Funds would be an advantage.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.