

	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggested	Remarks
<b>General capacity building</b>												
National trainers for capacity building					10	10		20	<ul style="list-style-type: none"> <li>▪ Prepare and conduct short-training seminars/workshops for senior officials of the Ministry of Higher Education, the main stakeholders and pilot institutions</li> <li>▪ Evaluate such training with the participants</li> <li>▪ Identify additional short-term training needs</li> <li>▪ Reporting on training conducted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Perfect knowledge of the Syrian public sector environment in general and the higher education sector in particular</li> <li>▪ Expertise in management in the public sector</li> <li>▪ Experience in conducting/chairing training/seminars/workshops</li> <li>▪ Excellent communication and presentation skills in Arabic – good knowledge of English</li> </ul>		Inputs will be required into 2010 [but not necessarily the same persons]
<b>Communication</b>												
National communication expert			22	22	15	15	11	85	<ul style="list-style-type: none"> <li>▪ Undertake a review and analysis of the institutional setting in the HE Sector;</li> <li>▪ Participate in stakeholder analysis (knowledge, perceptions, perceptions)</li> </ul>	<ul style="list-style-type: none"> <li>▪ HE diploma/degree in Public Relations, Communication,</li> <li>▪ Background in information, marketing, Public Relations</li> </ul>		Inputs will be required into 2010



	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggested	Remarks
<b>Equity of access<sup>1</sup></b>												
									<ul style="list-style-type: none"> <li>▪ Review existing policies on equity of access [both MHE and institutional level]</li> <li>▪ Define what equity of access factors are currently taken into consideration.</li> <li>▪ Assess implications of equity of access for Iraqi refugee community in Syria</li> <li>▪ Undertake data collection and analysis: gender issues, student distribution, mobility and socioeconomic status, student demographics, scholarships scheme, fees in public universities, development of regions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proven track record in designing and conducting research activities in [higher] education</li> <li>▪ Higher education background in [higher] education policy making</li> <li>▪ Experience in equity of access issues and related policy making [including student loan schemes, etc.]</li> <li>▪ Advisory and analytical skills</li> <li>▪ Fluency in English –</li> <li>▪ Experience in organising and conducting round tables</li> </ul>		
National Researcher data gathering equity of access			10	10	15	15		50	<ul style="list-style-type: none"> <li>▪ Report on findings [intermediate and final report]</li> <li>▪ Organise and conduct workshops</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher education background in [education] statistics and statistical analysis</li> <li>▪ Experience in gender issues</li> <li>▪ English communication skills</li> <li>▪ Reporting skills</li> </ul>		For the national expert: Q5 (30 days)

<sup>1</sup> For other additional national experts Q7 (20 days) - sociologists, gender experts, local development experts will discuss, in round tables, the data and formulate a general policy to improve equity for access in all its' aspects.

	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggest ed	Remarks
<b>HEMIS</b>												
3 HEMIS national experts			44	44	44	11	11	154	<ul style="list-style-type: none"> <li>▪ Interview officers and users, collect data and gather information during the design Phase to develop and finalize the required Situational Analysis, analysis of requirements, and design of systems. Survey universities and other required institutions</li> <li>▪ Assist in the identification and prioritization of the MIS modules in the MHE and pilot institutions</li> <li>▪ Provide technical assistance to the preparation of procurement activities as needed (mainly supply for ICT equipment and infrastructure tender)</li> <li>▪ Assist the key HEMIS expert in the related activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diploma in technical relevant subjects (IT, Software Engineering, etc.)</li> <li>▪ At least 10 years working experience in the IT sector</li> <li>▪ Strong knowledge of management information/software systems analysis and design</li> <li>▪ Experience of developing technical specifications for ICT infrastructures/software [as a basis for the preparation of tender documents in conformity with EC requirements]</li> <li>▪ Excellent communication skills [oral and report writing] in English</li> <li>▪ Experience in the Higher Education sector is an advantage</li> </ul>		Inputs may continue into 2010
<b>Labour market analysis</b>												
									<ul style="list-style-type: none"> <li>▪ Implement study, collate data, analyse data</li> <li>▪ Collect and analyse available labour market</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed higher education [MA/MSc or up] in economics or social sciences</li> </ul>		

	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggested	Remarks
6 National Researchers labour market analysis					66	66	0	132	<ul style="list-style-type: none"> <li>information and statistics <ul style="list-style-type: none"> <li>▪ Collect and analyse labour market surveys conducted by other projects [e.g. TVET]</li> <li>▪ Based on this analysis, determine the need for additional data to be collected</li> <li>▪ Prepare report and recommendations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed higher education in economics, social sciences, statistics</li> <li>▪ Experience in undertaking quantitative and qualitative labour market research</li> <li>▪ Familiar with Syrian economy and economic system</li> <li>▪ Interview experience</li> <li>▪ Good knowledge of English</li> <li>▪ Ability to travel in Syria</li> <li>▪ Reporting skills</li> </ul>		For the national experts: Q5 (52 days), Q6 (52 days) and Q7 (50 days).
<b>MTEF</b>												
2 MTEF national experts		40	20	20	30	20		130	<ul style="list-style-type: none"> <li>▪ Translate into English the higher education statistics tables for the period 2002 - 2007</li> <li>▪ Collect, and translate as required, budget tables for the MHE and HE institutions linked to MHE for the period 2002 - 2007</li> <li>▪ Translate into English key documents and passages as directed</li> <li>▪ Conduct interviews and other data collection activities, as directed by</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post-graduate qualification in public expenditure or equivalent</li> <li>▪ Experience in Middle Eastern public finance systems</li> <li>▪ Fluency in English and Arabic, experience in translating Arabic-English</li> </ul>		Inputs may continue into 2010

	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggested	Remarks
									<p>the MTEF key STE and MTEF international experts</p> <ul style="list-style-type: none"> <li>▪ Assist in the analysis of findings from fieldwork activities</li> <li>▪ Assist in the preparation of written material, analyses and other inputs for the main PER report</li> <li>▪ Assist in developing a reformed budget planning system for the MHE</li> <li>▪ Assist in the development of programmes, policies and output processes for a reformed budget system in MHE</li> </ul>			
<b>QA and accreditation</b>												
2 National Researchers (review QA) and 1 QA national expert			22	22	22	22		88		<ul style="list-style-type: none"> <li>▪ Completed higher education [MA/MSc or up] in economics or social sciences</li> <li>▪ Completed higher education in economics, social sciences, statistics</li> </ul>		Inputs may continue into 2010



	February	March	April	May	June	July	August	Total	Tasks	Profile/ requirements	Experts suggested	Remarks
									<ul style="list-style-type: none"> <li>▪ Stakeholder analysis and identification</li> </ul>			
National researcher stakeholder analysis			16	7	7	7		37	<ul style="list-style-type: none"> <li>▪ Stakeholder classification and power grid</li> <li>▪ Contribute to determine stakeholder management strategy in relation with the definition of the communication strategy and activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ University degree in education, economics, social/political sciences, statistics</li> <li>▪ Familiar with higher education system in Syria [both universities and intermediate institutes]</li> <li>▪ Excellent analytical and writing skills</li> <li>▪ Fluency in Arabic and English</li> </ul>		