Terms of Reference (ToR) for

# Consultant – Moodle Administrator for Online Assessment of Digital Competence of Primary School Students in Serbia aged 10

**as part of the 21st Century Schools programme – phase II implemented by the British Council in partnership with the Ministry of Education in Serbia**

## 1. Background

The Institute for the Evaluation of the Quality of Education (ZVKOV), through its Education Technology Centre, is implementing activities to enhance the national quality assurance system in digital education. These efforts are aligned with national education strategies aiming to build 21st-century skills among learners in the Republic of Serbia and supported by the British Council.

Since 2020/21 academic year, the subject Digital World has been introduced as a compulsory subject for lower grade primary school students. To monitor learning outcomes in this area, ZVKOV conducted two large-scale online assessments:

* Baseline Study (Autumn 2022/23): Assessed digital competences of Grade 4 students with no formal instruction in the Digital World subject.
* Main Study (Autumn 2023/24): Assessed digital competences of students who received formal instruction in Digital World from Grade 1 to Grade 4.

Both assessments used the same online tool, aligned with the national curriculum and learning outcomes for digital education.

## 2. Objective of the Assignment

The objective is to ensure that digital competence assessment for 10-year-old students in 100 selected schools (school year 2025/26 ) is fully delivered on Moodle platform to the highest standards.

## 3. Scope of Work

The consultant will be responsible for the following:

* Creating up to 2,500 anonymized usernames and email addresses for students participating in the online assessment, enrolment of students and school coordinators on the online platform where the assessment is delivered.
* Provision of professional support to school coordinators during the assessment and moderation of discussions of school coordinators on forums.
* Delivery of a report on the assessment results and other reports as requested by the contractor.
* Cooperation with representatives of the ZVKOV and British Council.

**Deliverables**

The consultant will provide the following:

* 2,500 anonymized usernames and email addresses for students participating in the online assessment created and users enrolled
* Report on assessment results delivered.

## 5. Timeline

The estimated duration of the consultancy is from 27 October 2025 to 31 March 2026. The consultant is expected to work up to 12 consultancy days.

## 6. Required qualifications

* Bachelor’s degree or University Degree awarded after a minimum of three years of university studies
* At least 5 years’ experience in administration of Moodle Learning Management System (LMS).
* Must have demonstrable experience in working within education sector
* Proven experience working with content experts and course designers for the purpose of ensuring material is of exceptional quality
* Familiarity with a range of online/blended learning methodologies, standards and formats that can be set up, managed and maintained using an LMS experience using Moodle in an administration capacity
* Experience with file management, version control and troubleshooting
* Desirable to have experience with HTML
* Proficiency in English

## 7. Reporting and supervision

The consultant will provide regular reports to the designated focal point at the British Council and ZVKOV. Regular coordination meetings will be held to ensure alignment with project expectations and milestones.

**Closing Date – 21st October 2025**

**Equality, Diversity, and Inclusion (EDI) Statement**

The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability.

The British Council is committed to safeguarding children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.