Terms of Reference (ToR) for

# Two Consultants for the Review and Development of Online Assessment Instruments for 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 assessments for 10-year-old students is valid, age-appropriate, curriculum-aligned, and technically suitable for online administration.

The consultants will:  
1. Review and improve the current assessment instrument used in national studies.  
2. Design three new sets (batteries) of online assessment tasks, in the following domains:

* Digital Society
* Safe and Responsible Use of Digital Technologies
* Computational Thinking (Algorithmic Reasoning)

## 3. Scope of Work

Each consultant will contribute to two main areas of work:

**3.1 Review and enhancement of existing assessment instruments**

The consultants will:

* Analyse the existing online assessment tool (materials will be provided).
* Identify gaps, limitations, and opportunities for pedagogical and technical improvement.
* Propose and implement enhancements, including:
  + Rephrasing tasks for clarity and age-appropriateness
  + Adjusting contextual elements to better reflect students' experiences
  + Recommending improvements to visual, audio, or multimedia components
  + Suggesting up to 10 additional or alternative tasks where relevant.

**3.2 Development of new online assessment batteries**

The consultants will develop three new assessment batteries; each aligned with one of the following thematic domains:

* Digital Society
* Safe and Responsible Use of Digital Technologies
* Computational Thinking (Algorithmic Reasoning)

Each assessment battery should:

* Contain 10 multiple-choice tasks, each with one correct answer
* Be embedded in relatable, age-appropriate real-life scenarios for 10-year-old students
* Be suitable for online implementation, considering user interface and accessibility
* Include multimedia components where appropriate (e.g. illustrations, audio, animations)
* Be accompanied by a clear scoring rubric or logic that allows for automated evaluation.

**Deliverables**

The consultants will provide the following:

1. **Analytical report** on the review of the existing assessment instrument, including:
   * Identified strengths and weaknesses
   * Specific recommendations for revision and enhancement.
2. **Revised and improved version** of the existing assessment tool (where applicable), incorporating agreed enhancements.
3. **Three new online assessment batteries**, each comprising:
   * 10 fully developed, curriculum-aligned tasks
   * Task descriptions and any required multimedia components
   * Scoring rubrics or logic for automated assessment
   * Technical notes or guidance for online deployment

## 5. Timeline

The estimated duration of the consultancy is 8 weeks from contract signing. Two consultants are expected to work up to 10 consultant days each.

The anticipated schedule is as follows:

Week 1 Kick-off meeting and start of review process

Weeks 2–3 In-depth review and development of recommendations  
Week 4 Presentation of draft versions, collection of feedback, finalization

of deliverables 1. and 2.

Weeks 5–7 Development of three new assessment batteries and submission for review at the end of week 7

Week 8 Based on feedback received finalization of three new assessment batteries

## 6. Required qualifications

* University degree in education, educational technology, psychology, computer science, or related field (Master’s degree preferred)
* Minimum 5 years of experience working in the education sector (e.g., teaching, curriculum development, assessment design)
* Demonstrated experience in designing educational assessments, preferably in the domain of digital competences or ICT literacy
* Familiarity with Serbian Digital Competence Framework for teachers (e.g. Framework of Digital Competences – Teacher for the Digital Age 2023)
* Solid understanding of the Serbian national curriculum for primary education
* Experience with online or digital assessment tools, including accessibility and user experience considerations for children
* Strong analytical, communication, and report-writing skills

## 7. Reporting and supervision

The consultants 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.