



Terms of Reference

POSITIONS:

One Senior Non-Key Expert

– Legal Expert on Social Protection with focus on social services

One Junior Non-Key Expert

– Legal Expert on Social Protection with focus on social services

1. Overall assignment information

Implementing Consortium: EPTISA in consortium with CARE
Project Name: “Supporting Modernization and Deinstitutionalisation of the Social Services”
Project: EuropeAid//139649/DH/SER/MK
Project Duration: 2nd May 2019 – 2nd October 2021

2. Assignment Background

The overall objective of the project is to support long-term and sustainable inclusion of persons with disabilities as equal and active citizens of their communities and the society at large, by supporting and enhancing the implementation of the new National Deinstitutionalization Strategy 2018-2027.

The purpose is to support the establishment and improve the availability of community-based social services across the country and reduce the number of children and adults with disabilities who live in long-term residential institutions for social care.

In particular it will support the development of a suitable legal and policy framework for the implementation of the Strategy, strengthen the capacity of state and non-state actors at national and local levels to implement the Strategy, particularly among the officials of the institutions of local self-government. The project will also run awareness media campaign that will be fully in line with the aims of the Strategy to raise public and professional awareness of the benefits of deinstitutionalisation and of the development of community-based services for disabled people.

The implementation of this project is expected to support the strategic approach of the Government and the actions that should be carried out during the transition from institutional care system towards a system of social care in the family and in the community with the support of the social welfare services and other state and local structures.





3. Detailed description of the assignments

The assignment of the International Senior Non-Key Expert and the National Junior Non-Key Expert shall be directly linked to the delivery of requested services within the

Project Component 1 – “Favourable and coherent legal and policy framework”

Activity 1.3 Development of bylaws, standards, rulebooks, guides and other documents, as well as protocol and procedures for regulating the establishment, management and delivery of effective community based social services

This activity will develop the legal and institutional framework for the delivery of community-based social services for disabled people by supporting the creation of bylaws, standards, guides and other documents and well as protocol and procedures for regulating the establishment, management and delivery of effective services, in public and private sector.

The new Law on Social Protection has been recently adopted and the bylaws, norms and standards have to be drafted/ revised within 6 months after the official announcement of the Law.

The beneficiary provided a specified list to the Project Team about bylaws, norms and standards in the context of disability and deinstitutionalization to be drafted by the project.

The project team together with the beneficiary, the WB and UNICEF have agreed on a division of tasks in developing the bylaws, norms and standards.

The Senior and Junior Non-Key Experts will work on bylaws, norms and standards for (referring to the new Law on Social Protection):

- Home Support Services - Art. 74 – 78
- Centres for Family Care (Family respite centre) - Art. 84

The Senior Non-Key Expert will work in close cooperation with the Senior Non-Key Expert on Rehabilitation and Reintegration - who is working on the bylaws, norms and standards for Rehabilitation and Reintegration (Art. 81-82).

4. Requested services and time-plan of the Experts:

The SNKE shall possess the expertise necessary for drafting bylaws, norms and standards in the context of the new Law on Social Protection.

He/she should be familiar about the Strategies and Action Plans on De-institutionalization in the beneficiary country and should also have a comprehensive sector knowledge about disability policies in the beneficiary country as well as international experience in drafting bylaws, norms and standards in the social/disability sector.

The Senior Non-Key Expert will be supported by a Junior Non-Key Expert.





The SNKE also will be supported by the project team on the ground consisting of the Team Leader (TL) and support staff members. S/he will be provided with up-to-date information on the local context as well as introduction with project beneficiaries and relevant stakeholders.

For the implementation of his/her assignment, the SNKE should fulfil the following tasks.

| Activity | Expected Deliverables | Schedule | Working Days |
|---|--|--|--------------------------------------|
| <p>Activity 1.3 Development of bylaws, standards, rulebooks, guides and other documents, as well as protocol and procedures for regulating the establishment, management and delivery of effective community based social services</p> | <p>Senior Non-Key Expert:</p> <p>Developed bylaws, norms and standards for:</p> <ul style="list-style-type: none"> • Home Support Services - Art. 74 – 78 • Centres for Family Care (Family Respite Centre) - Art. 84 <p>The exact format, outline and volume of deliverables are to be agreed with the TL – in conjunction with the project beneficiaries during the course of the assignment.</p> | <p>July-October 2019</p> | <p>40 working days</p> |
| | <p>Junior Non-Key Expert:</p> <ul style="list-style-type: none"> • To support the Senior Non-Key expert in all needs to produce the expected deliverables. <p>Precise tasks and responsibilities as well as working and time plans have to be elaborated under the responsibility of the Int. SNKE and the TL.</p> | <p>July-November 2019</p> | <p>50 WDs</p> |
| <p>TOTAL:</p> | | <p>July – October 2019 (for both experts)</p> | <p>40 WDs for each expert</p> |





5. Required profile of the Senior Non-Key Expert

The **Senior Non-Key Expert** must have the following background/experience:

Qualifications and skills:

- A University Degree in Law or social sciences or in the absence of a university degree an equivalent professional experience of 5 (five) years above the general professional experience; MA and Ph.D. in these areas will be considered as an advantage;
- Fluency in written and spoken English language. Fluency in written and spoken Macedonian language will be considered an asset;
- Good communication and reporting skills.

General professional experience:

- Minimum 5 (five) years of experience in drafting legislation in the social sector.

Specific professional experience:

- Minimum 2 (two) drafted bylaws for regulating the norms or standards for delivering social services for people with disability.
- Experience in developing statutory frameworks in public administration, local authorities and institutions/organizations working on de-institutionalization - especially for disabled persons, community based social services, and related issues at national and/or local level.

6. Requested services and required profile of the Junior Non-Key Expert:

- He/she should support the above mentioned Senior Non-Key Expert in all needs for producing the requested deliverables mentioned under item 3, as well as the Senior Non-Key Expert who will work on the tasks 'Rehabilitation and Reintegration.

Tasks and responsibilities as well as working and time plans have to be elaborated under the responsibility of the SNKE and the TL.

The Junior Non-Key Expert must have the following background/experience:

Qualifications and skills:

- University Degree, preferably in law, social science or social work/psychology.
- Fluency in written and spoken English language. Fluency in written and spoken Macedonian language will be considered an asset
- Good communication and reporting skills

General professional experience:





- He/she shall have knowledge about the social protection system, especially about persons with disabilities, in the beneficiary country.
- Knowledge about the legislation related to disability issues in the beneficiary country.

Specific professional experience:

- At least 3 (three) years of experience in the development of legislation (norms and standards) in the social sector.
- He/she should be familiar about the Strategies and Action Plans on De-institutionalization and should also have a sector knowledge about disability policies in the beneficiary country.

Note:

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts.

Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

6.1. Working Conditions

The assignment mission is planned to start in the course of July 2019; exact date is subject to availability and negotiation with the candidates.

The Experts reports directly to the Team Leader.

The Experts will be located in Skopje, with travelling throughout the country, if deemed necessary.

7. REPORTING

The experts shall provide, at least 1 week before the start date of the assignment, a Mission Plan that is to be reviewed and approved by the Team Leader.

A short Mission Report with all related outputs shall be delivered to the TL for initial review and approval and should also state observations on problems/risks encountered and recommendations for improvements/additional activities/risks mitigation actions.

