



## Terms of Reference

### POSITION:

#### One Senior Non-Key Expert

– Policy Analyses and Assessment Expert

### 1. Overall assignment information

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





## 2.1. Role of Senior Non-Key Expert

The role of the Senior Non-Key Expert (SNKE) will be to review the policy documents and strategies, especially the National Deinstitutionalisation Strategy 2018-2027 (and Action Plan) and the Assessment report “Potentials for Development of Community based services in the transition from institutional care”.

Special attention will be given to the legal obstacles raised from the implementation of the previous Strategy and the bylaws, norms and standards to be developed/revised for the new Law on Social Protection.

This will lead to the production of an Assessment Report including conclusions and policy recommendations on social care services for persons with disabilities, which will identify the adjustments needed to meet the aims of the new National Deinstitutionalisation Strategy and to conduct a needs assessment of local social services and of persons (children and adults) with disabilities who are service users at local level in 10 (ten) municipalities to be selected.

The SNKE 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.

## 3. DETAILED DESCRIPTION OF THE ASSIGNMENT

The assignment of the National Senior Non-Key Expert (SNKE) shall be directly linked to the delivery of requested services that fall within the

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

*Activity 1.1*

*Activity 1.2*

*Activity 1.5*

### ***Project Component 3 – “Enhancement of local self-government involvement”***

*Activity 3.1*

The main responsibilities and tasks of the SKNE shall be:

- To conduct a policy review and to produce an Assessment Report consisting of four parts: A Situation Analysis, a Comparative International Analysis, a Gap Analysis and a Concluding section setting out the adjustments needed to meet the aims of the new National Deinstitutionalization Strategy and the new Law on Social Protection.
- To develop conclusions and Policy Recommendations based on the results of the Assessment Report. This section will draw on the gap analysis to identify appropriate adjustments to the legal, institutional and policy frameworks that are needed to ensure the successful outcome of the National Deinstitutionalization Strategy and the





development of effective community based social services for disabled persons in the Beneficiary Country.

- To analyze the monitoring and supervision procedures in place on a cross sector and to prepare a report on these procedures and analyze their conformity with social service quality standards in the field of social protection and social services. The report will be used to support the development of monitoring and supervisions procedures
- To conduct a mid-term evaluation of initial lessons learned from the implementation of the Action Plan. It shall provide MoLSP with information for identifying appropriate actions to address particular issues or problems in design, implementation and management, and to reinforce community-based services initiatives that demonstrate the potential for success

### 3.1. Requested services and time-plan

The National SNKE shall possess the expertise necessary for reviewing the existing policies in the sector; the Strategies and Action Plans on De-institutionalization as well as a comprehensive sector knowledge about disability policies in the beneficiary country.

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

Activity	Expected Deliverables	Schedule	Working Days
<p><b>Activity 1.1 - Assessment of policy document and strategies related to social care services for persons with disabilities and elaboration of needed adjustments with the de-institutionalization strategy</b></p>	<p><b>For Activity 1.1</b></p> <ul style="list-style-type: none"> <li>• Assessment Report on community-based social services and deinstitutionalization consisting of a Situation Analysis, International Comparative Analysis, Gap Analysis, and Policy Recommendations;</li> <li>• Conclusions and Policy Recommendations – Develop a set of policy measures for supporting community-based social services and deinstitutionalization;</li> </ul>	<p>July – September 2019</p>	<p>Up to 50 working days (for all activities)</p>





Activity	Expected Deliverables	Schedule	Working Days
<p><b>Activity 1.2. - Analyse and develop monitoring and supervision procedures in line with developed national social service quality standards in the field of social protection and social services</b></p>	<ul style="list-style-type: none"> <li>• To support the Project Team and the MoLSP in the selection of 10 target municipalities for project intervention.</li> </ul> <p><b>For Activity 1.2.</b></p> <ul style="list-style-type: none"> <li>• Report on monitoring and supervisory procedures for social protection and social services,</li> <li>• New monitoring and supervisory tools for social protection and social services for persons with disabilities developed.</li> </ul> <p>(Organization of 2 consultation meetings with identified stakeholders relevant for monitoring and supervision)</p>	<p>July – September 2019</p>	
<p><b>Activity 1.5 - Conduct mid-term evaluation of the implementation of the new National De-institutionalization Strategy 2018-2027 during the period of 2018-2020 and facilitate the process of preparation of the complementary Action Plan 2021-2023</b></p>	<p><b>For Activity 1.5.</b></p> <ul style="list-style-type: none"> <li>• Mid-term evaluation report of the implementation of National De-institutionalization Strategy</li> <li>• Complementary action plan for implementation of the Strategy</li> </ul>	<p>May – September 2021</p>	





Activity	Expected Deliverables	Schedule	Working Days
<b>Activity 3.1 - Conduct a needs assessment of local social services and of persons (children and adults) with disabilities who are service users at local level in at least in 10 (ten) municipalities</b>	<b>For Activity 3.1.</b> <ul style="list-style-type: none"> <li>Needs assessment on local social services final report</li> </ul> (Needs assessment questionnaire on local social services is designed and implemented)	July – September 2019	
<b><u>TOTAL:</u></b>		<b>July – September 2019</b>  <b>May – September 2021 (Activity 3.1.)</b>	<b>Up to 50 WDs</b>

The exact format, outline and volume of deliverables have to be agreed with the TL – in conjunction with the project beneficiaries during the course of the assignment. The Expert reports directly to the Team Leader.

### 3.2. Working conditions

The assignment mission is planned to start in the course of July 2019; Activity 1.5. shall be implemented in the period May – September 2021. The exact date is subject to availability and negotiation with the candidate.

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

### 4. REQUIRED PROFILE OF SENIOR NON-KEY EXPERT

The SNKE must have the following background/experience:

Qualifications and skills:

- A University Degree in social sciences or related field, 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 7 (seven) years of experience in research work related to de-institutionalization with special focus on disability issues.

Specific professional experience:

- Minimum 3 (three) successfully completed researches, reviews, reports and/ or documents on de-institutionalization policies with special focus on disability issues as author or co-author;
- Experience with 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.
- Specific experience and knowledge in international de-institutionalization policies and inclusion of disabled persons in community based social services at local level will be considered as an advantage.

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.

## 5. REPORTING

The expert shall elaborate together with the Project Team, at least 1 week before the start date of the assignment, a Mission Plan.

A brief mission report with all expected outputs regarding Activity 1.1./ Activity 1.2./Activity 1.3 shall be submitted to the TL at the latest on 15<sup>th</sup> September 2019.

For Activity 1.5. the deadline for the mission report is the 15<sup>th</sup> October 2021.

