

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

National Consultant - The financial expert for conducting an assessment of local government's capacities for the process of deinstitutionalization within the Joint UN Programme "PRO - Local Governance for People and Nature"	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>The Joint UN Joint Programme PRO - Local Governance for People and Nature (Programme) is designed to contribute to improving the well-being and quality of life of citizens through improved local governance, social inclusion, and environmental protection in 99 cities and municipalities in two regions: i/ Sumadija and Western Serbia and ii/ Southern and Eastern Serbia. The Programme is jointly implemented by the United Nations Serbia organisations - UNOPS, UNICEF, UNFPA and UNEP, in cooperation with the Government of Serbia, and with the financial support of the Government of Switzerland, in the period from 1 January 2023 to 31 December 2026.</p> <p>UNFPA's component within the Programme is focused on i/ building capacities of local governments and other relevant local public entities for implementing social policies and services, ii/ addressing the rights and needs of left behind groups, iii/ enhancing family-centered public service delivery and iv/ improving the quality of life of older persons and youth in Serbia.</p> <p>The Government of Serbia has adopted <i>the Strategy of Deinstitutionalization and Development of Social Services in the Community for the period 2022-2026</i> to support the development of social protection services in local communities. Deinstitutionalization involved a shift of social services towards home care and community-based services and away from residential care. As part of the Strategy, various additional social services are planned to be gradually developed in local communities and interconnected with services such as employment, health care, education, and housing, in collaboration with civil society organizations and other service providers. This is an important step in supporting the delivery of community-integrated social services.</p> <p>UNFPA CO Serbia is engaging three national consultants, one as a lead expert and project coordinator and two experts (legal and financial), to conduct an assessment of the local government's capacities for the process of deinstitutionalization within the Programme (Output 2.3, Activity 2.3.1).</p> <p>The National Consultant - the financial expert recruited under this assignment as part of the team with the lead and legal expert will participate in the process of the assessment of capacities at the local level for the process of deinstitutionalization (especially taking into account older persons, youth with disabilities, youth leaving the system of social care, etc) and explore possibilities for community-based social protection services in response to specific user needs. This assessment and related recommendations will inform the development of the Guidelines for LGs that would initiate the process of deinstitutionalization with the Ministry of Labor, Employment, Veteran and Social Affairs (MoLEVSA). The activity will contribute to the realization of <i>the Strategy of Deinstitutionalization and Development of Social Protection Services in the Community for the period 2022-2026</i> objectives and ultimately to the quality of life of social services end-users.</p> <p>The National Consultant - the financial expert will report to the lead expert, the UNFPA Head of Office, the UNFPA PD Programme Analyst, the Programme Assistant, and the Focal Point from the MoLEVSA. The team of three experts will cooperate closely with the MoLEVSA, local governments, centers for social work, CSOs, the Institute for Social Protection, the Institute for Mental Health, and the Standing Conference of Towns and Municipalities.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The recruited financial expert will be responsible for undertaking the following main tasks:</p> <ol style="list-style-type: none"> 1. Participate in the process of the implementation of activity 2.3.1, described herein. 2. In consultation with the lead expert, engage with a range of partners at the national and local levels to ensure effective implementation of the activity. 3. Inform the lead expert, the Population Dynamics (PD) Programme Analyst, and the Programme Assistant about the progress in program activity. 4. In consultation with the lead expert, provide inputs for the preparation of the semi-annual narrative progress report, annual narrative progress reports, final narrative report, annual financial report, and final financial report. 5. In consultation with the lead expert, contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies, and approaches of the activity, and drafting relevant materials for dissemination; 6. After the completion of the program activity, in consultation with the lead expert, monitor the progress and engage in evaluating the results, consequences, impact, and sustainability of the program activity. 7. Perform any other duties in order to support the implementation of project and program activities from the UNFPA CO portfolio. <p><u>The recruited financial expert will have the overall responsibility to ensure, following the above-mentioned main task, the implementation of the following activities:</u></p> <p>Activity 1. In consultation with the lead expert, and in accordance with the Joint Programme Document, develop the work plan of activity 2.3.1 which will include i/ description of tasks with deadlines, ii/ list of partners at the national and local levels, and beneficiaries (older persons, youth with disabilities, and youth leaving the system of social care, etc) iii/ the proposal of LGs in which the tasks will be carried out.</p> <p>Activity 2. In consultation with the lead expert, assess capacities at the local level for the process of deinstitutionalization (especially taking into account older persons, youth with disabilities, youth leaving the system of social care, etc) and explore possibilities for community-based social protection services in response to specific user needs.</p> <p>The Assessment will include the current level of capacities, including capacities of local service providers, and normative and financial assumptions for the implementation and sustainability of the deinstitutionalization process. It will result in specific recommendations for an organized and systematic approach to the transformation of residential care into community-based services in targeted LGs, which could be included in local strategic plans for the development of social protection services through policy dialogue in terms of framing the problem and identifying viable solutions (i.e. to inform establishing of the <i>respite centers</i>).</p> <p>Activity 3. In consultation with the lead expert and the MoLEVSA, develop the first draft of the Guidelines for local governments that would initiate the process of deinstitutionalization. The document should be submitted to the MoLEVSA and the UNFPA CO Serbia for review and comments.</p>
<p>Duration and working schedule:</p>	<p>Expected duration from: 25th December 2023 – 24th November 2024 (to invest up to 40 days)</p> <p>Working days are shown approximately, while payment will be based on and made upon completion of each deliverable as described below.</p>

Place where services are to be delivered:	The duty station for the consultancy is Belgrade. The consultant will be working from home and in-country travels will be organized in accordance with planned activities and expected deliverables.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Three deliverables are expected from the national consultant, as follows:</p> <p>1st Deliverable, to be completed by 25th January 2024: The work plan for activity 2.3.1. is developed, in accordance with the Joint Programme Document.</p> <p>2nd Deliverable, to be completed by 1st September 2024: Capacities at the local level for the process of deinstitutionalization are assessed (especially taking into account older persons, youth with disabilities, youth leaving the system of social care, etc), and possibilities for community-based social protection services in response to specific user needs are explored.</p> <p>3rd Deliverable, to be completed by 24th November 2024: The first draft of the Guidelines for local governments that would initiate the process of deinstitutionalization is developed and submitted to the MoLEVSA and the UNFPA CO Serbia for review and comments.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Work will be done under the supervision and guidance of the lead expert, Population Dynamics (PD) Programme Analyst, and the Assistant Minister, Sector for Social Protection (MoLEVSA), while daily coordination will be done by the lead expert and the Programme Assistant. In close consultation with the lead expert, the PD Programme Analyst, and the Assistant Minister, Sector for Social Protection (MoLEVSA), the consultant will liaise with all relevant institutions, partners on the programme, and LGs in the Republic of Serbia.</p> <p>For all delays in the completion of the tasks, the National Consultant should notify the PD Programme Analyst, and the Assistant Minister, Sector for Social Protection (MoLEVSA), stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.</p>
Supervisory arrangements:	Overall supervision of all processes related to the UNFPA Country Office is performed by the UNFPA CO Serbia Head of Office.
Expected travel:	The National Consultant will perform activities in Belgrade. Travel can include relevant in-country travels in accordance with the planned activities.
Required expertise, qualifications and competencies, including language requirements:	<p><u>Qualifications and Experience:</u></p> <ol style="list-style-type: none"> 1. University degree in economy, management, or related field. Master's degree/PhD is considered an advantage; 2. Experience of at least five years in conducting projects; 3. Experience in working with governmental, international organizations, and NGOs; both at a national and local level with social inclusion of vulnerable populations. 4. Good knowledge of national policy and practice in the Republic of Serbia, and national laws and by-laws, key players both at the institutional as well as local levels, and understanding of challenges in Serbia and globally, related to social protection and deinstitutionalization; 5. Analytical skills, communication skills, and the ability for coordination and group/teamwork; 6. The ability to meet deadlines and dates and to prioritize multiple tasks; 7. Strong organizational skills, self-motivated, result oriented, and proactive; 8. Excellent communication, writing, and editorial skills both in English and Serbian.

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide all the necessary reading materials and contact information of relevant institutions and stakeholders at the national and local level.</p>
<p>Other relevant information or special conditions, if any:</p>	<p><u>Basis of payment:</u></p> <p>The payment will be made upon completion of specific tasks, delivery of relevant deliverables, and certification by the Head of Office and the PD Programme Analyst of the successful performance and upon certification that deliverables have been finalized and accepted, by 24th November 2024.</p> <p>The fee will be paid in local currency at the UN operational rate of exchange in effect on the day of payment for the consultancy fee upon certification.</p> <p>The ownership of the outputs under this consultancy will remain with the UNFPA CO Serbia.</p>
<p>Approved by Requesting Officer in Hiring Office:</p> <p>Ms. Borka Jeremic, UNFPA Serbia Head of Office</p> <p>Date:</p>	