

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>National Consultant - Lead expert for supporting the development process of the first three-year Action Plan (2025-2027) for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030)</b>	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>The results from the 2022 Census<sup>1</sup> show that out of a total of 6,526,707 inhabitants, 356,404 people with disabilities<sup>2</sup> live in the Republic of Serbia which represents about 5.46% of the total population. Observed by gender, there is a higher proportion of women (58.42%) than men among people with disabilities.</p> <p>At the proposal of the Ministry of Labour, Employment, Veteran, and Social Affairs (MoLEVSA), on 8 April 2021, the Government of the Republic of Serbia adopted the first Action Plan for the implementation of the Strategy for the Improvement of the Position of Persons with Disabilities, for the period 2021-2022. This Action Plan created conditions for equal opportunities of persons with disabilities to enjoy all civil, political, economic, social and cultural rights. Both strategic documents envisage a full respect for the dignity and individual autonomy of the people with disabilities, ensuring independence, freedom of choice and full and effective participation in all areas of social life, including life in the community.</p> <p>On 12 July 2023, the Government of the Republic of Serbia adopted the second Action Plan for the implementation of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2020-2024), for the period 2023-2024, which specified all measures and activities undertaken in the specified period. In this way, the operation of the responding institutions was improved, enabling monitoring of achieved results, quality reporting, as well as timely revision of goals and identified measures for better planning.</p> <p>In October 2023, the MoLEVSA launched the process of drafting a new Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the first three-year Action Plan for the implementation of the Strategy for the Improvement of the Position of Persons with Disabilities, for the period 2025-2027.</p> <p>The UNFPA CO Serbia has been invited to provide support, in accordance with its mandate, in the process of drafting the ex-post analyses of the previous Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia and ex-ante analyses of the new Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia, the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030), and the first three-year Action Plan (2025-2027). The UNFPA CO Serbia is engaging a team of five National Consultants to support this process: i/ Coordinator of the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the first three-year Action Plan (2025-2027), ii/ Lead expert for Strategy Development (2025-2030), iii/ Researcher for Strategy Development (2025-2030), iv/ Lead expert for Action Plan Development (2025-2027), and v/ Researcher for Action Plan Development (2025-2027). The results and data generated through this</p>

<sup>1</sup> Milan M. Marković, Osobe sa invaliditetom u Srbiji, Republički zavod za statistiku, Beograd, 2014.

<sup>2</sup> The 2022 Census was not conducted in the territory of the AP Kosovo and Metohija.

	<p>process will also contribute to the implementation of the 2030 Agenda for Sustainable Development.</p> <p>The National Consultant - Lead expert recruited under this assignment will closely collaborate with a Researcher engaged to support the process of the development of the first three-year Action Plan 2025-2027 for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030). The National Consultant - Lead expert will report to the Coordinator of the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the Action Plan for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2027), the UNFPA SRH and Youth Programme Analyst, and the UNFPA PD Programme Analyst. The National Consultant - Lead expert and the researcher will cooperate closely with the MoLEVSA, as well as with additional relevant institutions and organizations in this process. The UNFPA's Eastern Europe and Central Asia (EECA) Regional Office will provide backstopping to this initiative by providing expertise and valuable insights into best practices and services in the region related to persons with disabilities. Throughout the entire process, the National Consultants, serving as two lead experts and two researchers, will liaise with the UNFPA CO Serbia to ensure they receive essential feedback from the UNFPA EECA Regional Office regarding the documents they have developed.</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p><b>The National Consultant is expected to execute the following tasks/activities:</b></p> <p><b>Task 1.</b> Participation in the Working Group for the development of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the first three-year Action Plan (2025-2027) that will be formed and coordinated by the MoLEVSA.</p> <p><b>Task 2.</b> Develop the first draft of the first three-year Action Plan (2025-2027) for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) in the Serbian language and submit the document to the MoLEVSA and the UNFPA CO Serbia for review and comments.</p> <p><b>Task 3.</b> Participate and support public hearings (consultations/social dialogue) with representatives of all target groups and other interested parties to collect information necessary for the improvement of the document.</p> <p><b>Task 4.</b> Based on the comments from public hearings, consolidate the final document of the first three-year Action Plan (2025-2027) for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) in the Serbian language and submit the document to the MoLEVSA and the UNFPA CO Serbia.</p> <p><b>Task 5.</b> Perform any additional tasks as requested by UNFPA leadership, especially within the specific domain where the consultant holds expertise.</p>
<p>Duration and working schedule:</p>	<p><b>Expected duration from:</b> 1<sup>st</sup> February 2024 – 19<sup>th</sup> 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>
<p>Place where services are to be delivered:</p>	<p>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.</p>
<p>Delivery dates and how work will be</p>	<p>Four deliverables are expected from the national consultant, as follows:</p>

<p>delivered (e.g. electronic, hard copy etc.):</p>	<p><b>1<sup>st</sup> Deliverable, to be completed by 31<sup>st</sup> October 2024:</b> Participation in the Working Group for the development of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the first three-year Action Plan (2025-2027) is carried out during the entire Action Plan development process.</p> <p><b>2<sup>nd</sup> Deliverable, to be completed by 31<sup>st</sup> May 2024:</b> The first draft of the first three-year Action Plan (2025-2027) for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) is developed in the Serbian language and submitted to the MoLEVSA and the UNFPA CO Serbia for review and comments.</p> <p><b>3<sup>rd</sup> Deliverable, to be completed by 30<sup>th</sup> June 2024:</b> Public hearings (consultations/social dialogues) with representatives of all target groups and other interested parties are supported to collect information necessary for the improvement of the document.</p> <p><b>4<sup>th</sup> Deliverable, to be completed by 31<sup>st</sup> October 2024:</b> The final document of the first three-year Action Plan (2025-2027) for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) is consolidated in the Serbian language and submitted to the MoLEVSA and the UNFPA CO Serbia.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Work will be done under the overall supervision and guidance of the coordinator of the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the Action Plan for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2027).</p> <p>In close consultation with the UNFPA Serbia SRH and Youth Analyst, the UNFPA Serbia PD Programme Analyst and coordinator of the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the Action Plan for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2027), the National Consultant will liaise with all relevant institutions and stakeholders in the Republic of Serbia.</p> <p>For all delays in the completion of the tasks, the National Consultant should notify the UNFPA Serbia SRH and Youth Analyst, the UNFPA Serbia PD Programme Analyst, and the coordinator of the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) and the Action Plan for the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2027) stating the reasons for the delay and proposing alternative actions, or dates for completion of the deliverables.</p>
<p>Supervisory arrangements:</p>	<p>Overall supervision of all processes related to the UNFPA Country Office is performed by the UNFPA CO Serbia Head of Office.</p>
<p>Expected travel:</p>	<p>The National Consultant will perform activities in Belgrade. Travel can include relevant in-country travels in accordance with the planned activities.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b><u>Qualifications and Experience:</u></b></p> <ol style="list-style-type: none"> <li>1. University degree in social sciences, law, economy, or related field. Master's degree/PhD is considered an advantage;</li> <li>2. Experience of at least seven years in managing teams;</li> <li>3. Having prior experience with relevant ministries in similar projects involving the development of action plans, economic analyses and</li> </ol>

	<p>assessments of the financial effects of strategies in the same field will be a strong asset;</p> <ol style="list-style-type: none"> <li>4. Good knowledge of national policy and practice in the Republic of Serbia, 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 the improvement of the position of persons with disabilities;</li> <li>5. Analytical skills, communication skills, and ability for coordination and group/team work;</li> <li>6. The ability to meet deadlines and dates and to prioritize multiple tasks;</li> <li>7. Strong organizational skills, self-motivated, result-oriented, and proactive;</li> <li>8. Excellent communication, writing, and editorial skills.</li> </ol>
<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.</p>
<p>Other relevant information or special conditions, if any:</p>	<p><b><u>Basis of payment:</u></b></p> <p>The payment will be made upon completion of specific tasks, delivery of relevant deliverables, and certification by the UNFPA Serbia Head of Office and the UNFPA Serbia SRH and Youth Analyst and the UNFPA Serbia PD Programme Analyst of the successful performance and upon certification that deliverables have been finalized and accepted, by 19th November 2024. 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. 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: 20 January 2024</p>	