<table>
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<tr>
<th>National Consultant - The lead expert for supporting the process of development of the ex-ante analysis for the National Strategy on Ageing of the Republic of Serbia</th>
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<td><strong>Hiring Office:</strong></td>
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<td><strong>Purpose of consultancy:</strong></td>
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The ex-ante analysis for the National Strategy on Ageing of the Republic of Serbia will be prepared in accordance with the following guidance documents: i/ Regulation on the methodology of public policy management, analysis of the effects of public policies and regulations and the content of individual public policy documents (2020); ii/ Evaluation of the implementation of the National Strategy on Ageing of the Government of the Republic of Serbia (2006-2015) conducted by the Ministry of Labor, Employment, Veteran and Social Affairs and the UNFPA CO Serbia; iii/ National Report for the Fourth Review and Appraisal Cycle of the Implementation of the Madrid International Plan of Action on Ageing and its Regional Implementation Strategy (MIPAA/RIS) 2018 – 2022 of the Republic of Serbia iv/ Evaluability assessment for ex-ante analysis for the Strategy on Ageing conducted by the UNFPA CO Serbia and NGO Ideas in 2022; v/ Loneliness and social isolation of older persons in the Republic of Serbia, conducted by the UNFPA CO Serbia and NGO Ideas in 2022; vi/ Special Report on discrimination against older persons in the Republic of Serbia consolidated by the Commissioner for the Protection of Equality in 2021; vii/ Poverty Projections for Older Persons - The impact of the COVID-19 pandemic and the Ukrainian crisis on the poverty of older persons in the Republic of Serbia, prepared by UNFPA under the UN Joint Programme “Extending Social Protection to families in Serbia with enhanced shock responsiveness”. All these documents will be provided to the consultants by the UNFPA CO Serbia.

The National Consultant - the lead expert recruited under this assignment will lead the team, consisting of two researchers, and coordinate the process of drafting the ex-ante analysis for the National Strategy on Ageing of the Republic of Serbia. The National Consultant - the lead expert will report to the focal point of the Ministry of Family Welfare and Demography of the Republic of Serbia, the UNFPA Head of Office and the UNFPA PD Programme Analyst. The Consultant will cooperate closely with the Ministry of Labor, Employment, Veteran and Social Affairs, National Councils on Older Persons and on Ageing, as well as with additional relevant institutions and organizations such as the Social Protection Institute of the Republic of Serbia, regulatory bodies and CSOs.

Scope of work: (Description of services, activities, or outputs)

The National Consultant is expected to execute the following tasks/activities:

Task 1. Preparatory work consisting of two parts. 1. Develop the outline of the ex-ante analysis for the National Strategy on Aging which will reflect the methodology, tasks, stakeholders and proposed content of the analysis. 2. Consolidate the list of all relevant reference documents/data sources such as national legal and strategic documents, laws, by-laws, research/publications/reports, and other relevant data. The document will be reviewed by the Ministry of Family Welfare and Demography of the Republic of Serbia and the UNFPA CO Serbia for quality assurance.

Task 2. Organization and conduct consultations with representatives of all target groups and other interested parties using some of the following consultation techniques: 1) focus group discussions; 2) round table discussions; 3) semi-structured interviews; 4) panels; 5) surveys; or 6) collecting written comments. The purpose of consultations is to collect information from relevant parties and target groups necessary for conducting an impact analysis, in order to define optimal public policy measures.

Task 3. Develop the first draft of the ex-ante analysis for the National Strategy on Aging in Serbian and submit the draft of the document to the Ministry of Family Welfare and Demography of the Republic of Serbia and the UNFPA CO Serbia for review and comments.

Task 4. Based on the comments, consolidate the final document of the ex-ante analysis for the National Strategy on Aging and submit the analysis to the Ministry of Family Welfare and Demography of the Republic of Serbia and the UNFPA CO Serbia.
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<th>Duration and working schedule:</th>
<th><strong>Expected duration from:</strong> 15th May – 30th June 2023 (to invest up to 15 days). Working days are shown approximately, while payment will be based on and made upon completion of each deliverable as described below.</th>
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<tr>
<td>Place where services are to be delivered:</td>
<td>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.</td>
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| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | Four deliverables are expected from the national consultant, as follows:  

**1st Deliverable, to be completed by 25th May 2023:**  
The document, contacting the outline of the ex-ante analysis for the National Strategy on Aging which reflects the methodology, tasks and proposed content of the analysis and the list of all relevant reference documents/data sources, is developed.  

**2nd Deliverable, to be completed by 8th June 2023:**  
Consultations with representatives of all target groups and other interested parties are conducted.  

**3rd Deliverable, to be completed by 19th June 2023:**  
The first draft of the ex-ante analysis for the National Strategy on Aging is developed and submitted to the Ministry of Family Welfare and Demography of the Republic of Serbia and the UNFPA CO Serbia for review and comments.  

**4th Deliverable, to be completed by 30th June 2023:**  
The final document of the ex-ante analysis for the National Strategy on Aging is consolidated and submitted to the Ministry of Family Welfare and Demography of the Republic of Serbia and UNFPA CO Serbia. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Work will be done under the overall supervision and guidance of the focal point from the Ministry of Family Welfare and Demography of the Republic of Serbia.  
In close consultation with the UNFPA Head of Office, the PD Programme Analyst, and the focal point from the Ministry of Family Welfare and Demography of the Republic of Serbia, the consultant will liaise with all relevant institutions and stakeholders in the Republic of Serbia.  
For all delays in the completion of the tasks, the National Consultant should notify the UNFPA Head of Office, the PD Programme Analyst, and the Ministry of Family Welfare and Demography of the Republic of Serbia stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables. |
| Supervisory arrangements: | The consultant will report directly to the focal point from the Ministry of Family Welfare and Demography of the Republic of Serbia.  
From the UNFPA side, the UNFPA Head of Office and the PD Programme Analyst will liaise with the appointed representative from the Ministry of Family Welfare and Demography of the Republic of Serbia and with the Lead Expert and the two researchers. |
| 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: | **Qualifications and Experience:**  
1. University degree in economy, law, social sciences or related field. Master’s degree/PhD is considered an advantage;  
2. Experience of at least seven years in managing teams; |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | UNFPA will provide all the necessary reading materials and contact information of relevant institutions and stakeholders. |
| Other relevant information or special conditions, if any: | **Basis of payment:**  
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 30 June 2023.  
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. |

3. Working experience with relevant ministries in similar exercises in the past will be a strong asset.
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 aging and rights of the older persons;
5. Good knowledge and access to information relating to the National Reports of the Implementation of the Madrid International Plan of Action on Ageing of the Republic of Serbia will be considered an asset.
6. Analytical skills, communication skills and ability for coordination and a group/team work;
7. The ability to meet deadlines and dates and to prioritize multiple tasks;
8. Strong organizational skills, self-motivated, result oriented and proactive;
9. Excellent communication, writing and editorial skills.