

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

National Consultant - Researcher for supporting the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030)	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>The results from the 2022 Census¹ show that out of a total of 6,526,707 inhabitants, 356,404 people with disabilities² 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>In 2018, the Ministry of Labour, Employment, Veteran, and Social Affairs (MoLEVSA) formed a Working Group for the development of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia 2020-2024. The Working Group was composed of members who were representatives of the line ministries, other relevant institutions from the field of social protection, as well as representatives of civil society organizations. The first draft of the Strategy was prepared by independent experts in cooperation with the relevant ministries, the United Nations Human Rights Office, and the Social Inclusion and Poverty Reduction Unit of the Government of the Republic of Serbia. During the process of preparing the Strategy, consultative meetings were held with relevant ministries and institutions, as well as with a wider circle of civil society organizations through round table discussions at the local level. The result was the new Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia for the period 2020-2024, adopted on 5 March 2020.</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>In accordance with the Law on the Planning System, before drafting the Strategy, 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, will be conducted. This process will be coordinated by the MoLEVSA, which will form a Working Group for the development of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia and the first three-year Action Plan for the period from 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, ex-ante analyses of the new Strategy, 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</p>

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

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

	<p>Action Plan Development (2025-2027), and v/ Researcher for Action Plan Development (2025-2027). The results and data generated through this process will also contribute to the implementation of the 2030 Agenda for Sustainable Development.</p> <p>The methodology for conducting the ex-post and ex-ante analyses of the effects of public policies is defined by the <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)</i>³. The Regulation defines guidelines and steps in order to choose the optimal public policy, which implies a detailed analysis of the effects while respecting the principles of proportionality and precaution, which are defined by the Law on the Planning System of the Republic of Serbia.</p> <p>The ex-post analyses of the previous Strategy, and ex-ante analyses of the new Strategy, will be prepared in accordance with the 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). In addition to various legal acts, laws, by-laws, and research, the Sexual and Reproductive Health of Women and Adolescent Girls with Disabilities Report (Gradimir Zajic, Marija Jevtic, in Serbian and English language), among others, will be considered.</p> <p>The National Consultant - Researcher recruited under this assignment will closely collaborate with a lead expert engaged to support the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030). The National Consultant - Researcher will report to the Lead expert for supporting the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030), 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 (2025-2027), the UNFPA Serbia SRH and Youth Programme Analyst, and the UNFPA Serbia PD Programme Analyst. The National Consultants - Researcher and Lead expert will cooperate closely with the MoLEVSA, as well as with other relevant institutions and organizations in this process. The UNFPA's Eastern Europe and Central Asia (EECA) Regional Office will backstop 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: (Description of services, activities, or outputs)</p>	<p>The National Consultant is expected to execute the following tasks/activities:</p> <p>Task 1. Preparatory work consists of two parts. 1. Develop the outline of the ex-post analyses of the previous Strategy, ex-ante analyses of the new Strategy, and the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) which will reflect the methodology, tasks, stakeholders, and proposed content of the above-mentioned documents. 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</p>

³ <https://rsjp.gov.rs/wp-content/uploads/Regulation-on-the-methodology-of-public-policy-management-with-Annex.pdf>

document will be reviewed by the MoLEVSA and the UNFPA CO Serbia for quality assurance.

Task 2. 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.

Task 3. Conduct consultations with line ministries, independent bodies, and state entities that will not be part of 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). This includes the Ministry of Public Administration and Local Self-Government, Ministry of Human and Minority Rights and Social Dialogue, Ministry of Tourism and Youth, Ministry of European Integration, Ministry of Information and Telecommunications, Ministry of Sports, Ministry of Science, Technological Development and Innovation, Statistical Office of the Republic of Serbia, Republic Secretariat for Public Policies, Protector of Citizens of the Republic of Serbia, Commissioner for the Protection of Equality, National Academy of Public Administration, National Employment Agency, Standing Conference of Towns and Town Municipalities, UN agencies such as UNDP, UNICEF, UN Women, and others. Engage with these entities to gather all relevant information regarding persons with disabilities. This collaboration is essential for obtaining the necessary data and insights required for conducting thorough ex-post analyses of the previous Strategy, ex-ante analyses of the new Strategy, and developing the initial draft of the Strategy the Improvement of the Position of Persons with Disabilities (2025-2030).

Task 4. Develop the ex-post analyses of the previous Strategy, and the ex-ante analyses of the new 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 documents to the MoLEVSA and the UNFPA CO Serbia for review and comments.

Task 5. Develop the first draft of 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 it to the MoLEVSA and the UNFPA CO Serbia for review and comments.

Task 6. 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.

Task 7. Based on the comments from public hearings, consolidate the final document of 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.

Task 8. Perform any additional tasks as requested by UNFPA leadership, especially within the specific domain where the consultant holds expertise.

All eight aforementioned tasks are to be executed by the National Consultant - Researcher for supporting the development process of the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030), in close cooperation with the National Consultant - Lead expert for supporting the development process of the

	Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030).
Duration and working schedule:	<p>Expected duration from: 1st February 2024 – 19th 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>Seven deliverables are expected from the national consultant, as follows:</p> <p>1st Deliverable, to be completed by 29th February 2024:</p> <p>The document, containing the outline of the ex-post analyses of the previous Strategy, ex-ante analyses of the new Strategy, and the Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) which reflects the methodology, tasks and proposed content of the documents and the list of all relevant reference documents/data sources, is developed.</p> <p>2nd Deliverable, to be completed by 31st October 2024:</p> <p>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 Strategy development process.</p> <p>3rd Deliverable, to be completed by 1st April 2024:</p> <p>Consultations with line ministries, independent bodies, and state entities are conducted and information necessary for conducting the ex-post analyses of the previous Strategy, and ex-ante analyses of the new Strategy, and developing the Strategy for Improving the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) is collected.</p> <p>4th Deliverable, to be completed by 30th April 2024:</p> <p>The ex-post analyses of the previous Strategy and ex-ante analyses of the new Strategy for the Improvement of the Position of Persons with Disabilities in the Republic of Serbia (2025-2030) are developed in the Serbian language and submitted to the MoLEVSA and the UNFPA CO Serbia for review and comments.</p> <p>5th Deliverable, to be completed by 31st May 2024:</p> <p>The first draft of 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>6th Deliverable, to be completed by 30th June 2024:</p> <p>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>7th Deliverable, to be completed by 31st October 2024:</p> <p>The final document of 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, the lead expert, 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><u>Qualifications and Experience:</u></p> <ol style="list-style-type: none"> 1. University degree in social sciences, law, economy, or related field. Master's degree/PhD is considered an advantage; 2. Experience of at least seven years in conducting research and drafting policy documents; 3. Having prior experience with relevant ministries in similar projects involving the development of ex-ante, ex-post analyses, and strategies in the same field will be a strong asset; 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; 5. Analytical skills, communication skills and group/team work; 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.
<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><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 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>
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Approved by Requesting Officer in Hiring Office:

Ms. Borka Jeremic, UNFPA Serbia Head of Office

Date: 20 January 2024