

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

National Consultant – Two researchers for strengthening local capacities for reducing age-based discrimination within the UN Joint Programme PRO - Local Governance for People and Nature	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>The UN Joint Programme PRO - Local Governance for People and Nature (PRO LGPN) 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 United Nations Office for Project Services (UNOPS) will implement the project, in partnership with UN agencies (UNICEF, UNFPA, UNEP), over the period of three years (1st January 2023 – 31st December 2026). UNFPA's component within the PRO LGPN 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 Republic of Serbia is among the European countries that record the largest share of older persons in the population. According to data from the Statistical Office of Serbia (SORS), the percentage of people over the age of 65 is 21.3%, meaning that every 5th person is older than 65. Furthermore, the mean age has increased from 40.2 in 2002 to 43.5 in 2021.</p> <p>In 2021, the UNFPA CO Serbia supported the Commissioner for the Protection of Equality in drafting <i>the Special Report on Discrimination against Older People in Serbia</i>. The Report is very accurate, and comprehensive, and provides evidence on the status of older persons in Serbia, identifying a roadmap for further actions through multi-sectoral discussions between public administration, local authorities, members of the parliament, professional communities, media, and NGOs. The Special Report addresses that age is the second most frequent reason for discrimination complaints in Serbia, right after disability.</p> <p>In September 2021, the Commissioner for the Protection of Equality and UNFPA CO Serbia organized the National Dialogue on Ageing and Ageism. The event brought together ministers, independent bodies, NGOs, international organizations, media, and all interested partners focusing on older people in Serbia. <i>The National Roadmap Call to Action to Stop Ageism in Serbia</i> adopted at this event calls for the collective action of partners in Serbia to address ageism, work with local self-governments, media, and educational activities that enhance empathy and dispel misconceptions to help decrease ageism.</p> <p>UNFPA CO Serbia is engaging three national consultants, one as a lead expert, and two researchers to strengthen local capacities for reducing age-based discrimination within the PRO LGPN Programme (Output 2.4, Activity 2.4.1). The National Consultants – two researchers recruited under this assignment will participate in the process of increasing local governments' (LGs) capacities for combating ageism and discrimination based on age, by developing a model Programme for combating ageism. Evidence-based feedback from the LGs will contribute to the development of the comprehensive model programme for the Resource Centres for Intergenerational Cooperation (RCIC) which will be developed within the PRO LGPN Programme.</p> <p>Within Output 2.4, Activity 2.4.1, 12 round table discussions among relevant stakeholders (LGs, Municipal Assemblies, CSOs, older persons, media, CSWs, etc.) will be organized in 12 LGs for promoting a changed narrative about ageism while observing the recommendations from <i>the Special Report on Discrimination against Older Persons</i> and <i>the National Roadmap Call to Action to stop ageism in Serbia</i>.</p>

	<p>LGs and Municipal Assemblies in which the activity will take place will be selected based on predetermined criteria (the number of complaints to the Commissioner for the Protection of Equality in those municipalities where the rights of older people are most violated, recommendations from the Ministry of Labor Employment Veteran and Social Affairs, etc), as well as expressed interest through open and transparent Call for Expression of Interest to participate in this activity.</p> <p>The draft Programme for combating ageism and feedback provided by LGs will be formulated in recommendations adjusted to the needs of participating LGs and presented in the National Parliament to inform the development of the new and revision of existing national-level policies and strategies. Extensive participation of the Board for Human Rights at the National Parliament is envisaged under this activity. Evidence collected from the LGs will generate recommendations to inform the next report of the Commissioner for the Protection of Equality to the National Parliament.</p> <p>The National Consultants – two researchers will report to the UNFPA Head of Office, the lead expert, the UNFPA PD Programme Analyst, and the PRO LGPN Programme Assistant. The team of three experts will cooperate closely with the local LGs, Municipal Assemblies, National Parliament, Board for Human Rights, Commissioner for the Protection of Equality, Ministry of Labor, Employment, Veteran and Social Affairs, Ministry of Family Welfare and Demography, Ministry of Human and Minority Rights and Social Dialogue, National council on older persons and aging, National council for improvement of intergenerational cooperation, Red Cross of Serbia, and CSOs.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The recruited two researchers will be responsible for undertaking the following main tasks:</p> <ol style="list-style-type: none"> 1. Carry out the process of the implementation of activity 2.4.1, 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 PRO LGPN 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. <p>The recruited two researchers will have the overall responsibility to ensure, following the above-mentioned main task, the implementation of the following activities;</p> <p>Activity 1. In consultation with the lead expert, and in accordance with the Joint Programme Document, develop the work plan of activity 2.4.1 which will include i/ description of tasks with deadlines, ii/ list of partners at the national and local levels.</p> <p>Activity 2. In consultation with the lead expert, organize an open Call for Expression of Interest for LGs to participate in the activity and select 12 LGs in which the activity will take place. During the selection process, the following criteria will be taken into account i/ the number of complaints to CPE in those municipalities where the rights of older people are most</p>

	<p>violated, and ii/ recommendations from the Ministry of Labor Employment Veteran and Social Affairs.</p> <p>Activity 3. In consultation with the lead expert, organize 12 round table discussions among relevant stakeholders (LGs, CSOs, older persons, media, CSWs, etc.) in 12 LGs to promote a changed narrative about ageism while observing the recommendations from <i>the Special Report on Discrimination against Older Persons</i> and <i>the National Roadmap Call to Action to stop ageism in Serbia</i>.</p> <p>The round table discussions follow and rely on the campaign that UNFPA CO Serbia is conducting in cooperation with the Commissioner for the Protection of Equality with the aim of identifying the biggest challenges that older people face in local areas, but also defining the key prerequisites for active and healthy aging and creating policies at the national and local level that improve the position of older persons, intergenerational exchange and prevent discrimination, marginalization of older persons and their social exclusion.</p> <p>In accordance with all parties, the locale for the venues of the 12 round tables will be kindly provided by the local municipality via the Commissioner for the Protection of Equality.</p> <p>These 12 round table discussions will inform the draft Programme for combating ageism that will be developed in the context of this activity and that will enable a systematic local-level validation and adjustments of recommendations from the <i>Special Report on Discrimination against Older Persons</i>, <i>the National Roadmap Call to Action to stop ageism in Serbia</i>, <i>UN Decade of Healthy Ageing 2021–2030</i>, and the <i>Global Report on Ageism</i> through Municipal Assemblies.</p>
Duration and working schedule:	<p>Expected duration from: 10th October 2023 – 9th September 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:	<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>
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Three deliverables are expected from the national consultants, as follows:</p> <p>1st Deliverable, to be completed by 10th December 2023: 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 10th April 2024: The open Call for Expression of Interest for LGs to participate in the activity is organized and 12 LGs in which the activity will take place are selected.</p> <p>3rd Deliverable, to be completed by 9th September 2024: 12 round table discussions with Councilors from Municipal Assemblies in 12 LGs for promoting the draft Programme for combating ageism are organized.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Work will be done under the overall supervision and guidance of the UNFPA CO Serbia Head of Office while daily coordination will be done by the lead expert, the Population Dynamics (PD) Programme Analyst and the PRO LGPN Programme Assistant. In close consultation with the UNFPA Head of Office, the lead expert, the PD Programme Analyst, and the PRO LGPN Programme Assistant, the consultants will liaise with all relevant institutions, partners on the programme, and LGs in the Republic of Serbia. Furthermore, the Commissioner for the Protection of Equality will be responsible for quality and accuracy review, monitoring and verification of deliverables shared with the UNFPA.</p>

	For all delays in the completion of the tasks, the National Consultants should notify the UNFPA Head of Office, the lead expert, the PD Programme Analyst, and the PRO LGPN Programme Assistant stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.
Supervisory arrangements:	Overall supervision of all processes related to the UNFPA Country Office is performed by the UNFPA CO Serbia Head of Office and the Commissioner for the Protection of Equality while direct daily coordination will be exercised by the lead expert and the PD Programme Analyst.
Expected travel:	The National Consultants 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, law, social sciences, 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, 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. 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.
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 at the national and local level.
Other relevant information or special conditions, if any:	<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 20th September 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: Ms. Borka Jeremic, UNFPA Serbia Head of Office</p> <p>Date:</p>	