

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>National Consultant for conducting the policy scan/economic analysis on Gender-Responsive Family Policies (GRFP), undertaking the analysis of the compatibility of the national legislation and the EU Work-Life Balance Directive (Directive 2019/1158) and developing policy scenarios on GRFP</b>	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives.</p> <p>Gender equality as a prerequisite for the health and development of families and societies, is a driver of economic growth and a key contributor to sustainable development. In order to ensure women's autonomy and ability to live with dignity, good health and adequate support, central to achieving universal access to reproductive health and reaching the goals and targets of the International Conference on Population and Development (ICPD) Programme of Action in the region, gender-responsive family policies (GRFP) will provide a policy framework for that. These policies address in particular parents roles by helping them to balance work and family life as well as addressing desired fertility so every pregnancy is wanted. GRFPs are increasingly being recognized as an important part of national social policies and social investment packages aimed at reducing poverty, decreasing inequality and promoting positive parenthood behavior and gender equality on the household level and society overall.</p> <p>UNFPA has been promoting and supporting the implementation of GRFPs in the private sector and the national legal framework, as a means to expand choices for women and promote gender equality.</p> <p>With support from the Austrian Development Cooperation, UNFPA is implementing the second phase of "Expanding Choices Gender - Responsive Family Policies for the Private Sector in the Western Balkans - Phase 2", a three-year programme which focuses on gender-responsive family friendly policies through private sector and government engagement in the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, and Serbia). Specifically, the programme aims to improve legislative and normative frameworks promote and foster GRFP in the private sector to support more inclusive labour conditions and opportunities, by working on the following three objectives: i/ strengthen capacity of targeted governments and policy makers to design, implement and monitor GRFPs, ii/ support private sector stakeholders to implement family-friendly workplaces and iii/ improve awareness of regional and country stakeholders on gender-responsive family policies, gender equality and inclusive development.</p> <p>In order to support Serbia in adopting more GRFPs, the UNFPA CO Serbia will engage a National Consultant who will conduct the policy scan/economic analysis on GRFP, undertake the analysis of the compatibility of the national legislation and the EU Work-Life Balance Directive (Directive 2019/1158), and develop policy scenarios on GRFP that are evidence driven. GRFPs help women and men balance work responsibilities with family, care and domestic obligations. These policies typically focus on time, finances and/or the services parents and caregivers need. When they are gender-responsive, they support the equal redistribution of unpaid care and domestic work without perpetuating</p>

	harmful gender norms and roles, and contribute to sustainable growth and gender equality.
<p>Scope of work:</p> <p><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> Conduct a review of existing policies/national legislation and economic frameworks pertaining to Gender Responsive Family Policies (GRFP) in Serbia.<sup>1</sup></p> <p><b>Task 2.</b> Conduct a thorough comparison of the provisions of the <a href="#">EU Directive (EU) 2019/1158</a> of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU and OECD best practices with Serbian national legislation using the <i>Transposition Table</i> (see Annex 1).</p> <p><b>Task 3.</b> Develop policy scenarios on GRFP by identifying gaps and discrepancies between Serbian laws and the EU directive, offering recommendations for legislative transposition and proposing amendments to Serbian national legislation to facilitate the effective transposition and implementation of the EU directive provisions, aligning with international standards and best practices.</p> <p><b>Task 3.</b> Prepare a draft report documenting the findings of the policy and economic scan analysis, scenario development, and legislative transposition proposals specific to Serbia.</p> <p><b>Task 4.</b> Deliver the finalized report in Serbian, including all analysis findings, policy scenarios, and legislative proposals relevant to Serbia.</p> <p><b>Task 5.</b> Present the report to relevant stakeholders in Serbia, including government officials, policymakers, and representatives from civil society organizations.</p> <p><b>Task 6.</b> Perform any additional tasks as requested by UNFPA leadership, especially within the specific domain where the consultant holds expertise.</p>
Duration and working schedule:	<p><b>Expected duration from:</b> 29 April 2024 - 30 September 2024 (to invest up to 12 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>Five deliverables are expected from the National Consultant, as follows:</p> <p><b>1<sup>st</sup> Deliverable, to be completed by 31 May 2024</b> A review of existing policies/national legislation and economic frameworks pertaining to Gender Responsive Family Policies (GRFP) in Serbia is conducted.</p> <p><b>2<sup>nd</sup> Deliverable, to be completed by 30 June 2024</b> A thorough comparison of the provisions of the EU Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU and OECD best practices with Serbian national legislation is conducted.</p> <p><b>3<sup>rd</sup> Deliverable, to be completed by 31 July 2024</b></p>

<sup>1</sup> The National Consultant can use the guideline [Baseline & Planning](#) developed in the Phase I.

	<p>Draft report documenting the findings of the policy and economic scan analysis, scenario development, and legislative transposition proposals specific to Serbia is prepared.</p> <p><b>4<sup>th</sup> Deliverable, to be completed by 31 August 2024</b> The final report in Serbian, including all analysis findings, policy scenarios, and legislative proposals relevant to Serbia is delivered to the UNFPA CO Serbia.</p> <p><b>5<sup>th</sup> Deliverable, to be completed by 30 September 2024</b> The final report is presented to relevant stakeholders in Serbia, including government officials, policymakers, and representatives from civil society organizations.</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 Serbia PD Programme Analyst.</p> <p>In close consultation with the UNFPA Serbia PD Programme Analyst, 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 PD Programme Analyst 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><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;</li> <li>2. Good knowledge of existing gender-responsive family policy framework in the Republic of Serbia and EU and OECD countries;</li> <li>3. Good knowledge of national and international laws and by-laws, particularly EU Directives, 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 gender responsive family policies;</li> <li>4. Analytical skills and communication skills;</li> <li>5. The ability to meet deadlines and dates and to prioritize multiple tasks;</li> <li>6. Strong organizational skills, self-motivated, result-oriented, and proactive;</li> <li>7. Excellent communication, writing, and editorial skills.</li> <li>8. Fluency in English and Serbian is required. Good knowledge of other local languages will be considered an asset.</li> </ol>
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:	<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 PD Programme Analyst of the successful performance and upon certification that deliverables have been finalized and accepted by 30 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</p>

	the consultancy fee upon certification. The ownership of the outputs under this consultancy will remain with the UNFPA CO Serbia.
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Approved by Requesting Officer in Hiring Office:

Ms. Borka Jeremic, UNFPA Serbia Head of Office

Date: 8 April 2024

Annex 1.

**TRANSPOSITION TABLE**  
Draft Law on Amendments normative acts ...

EU Directive 2019/1158

<b>1. The Title of the EU legal act, the subject and the aim of legal act</b>					
<b>2.</b>					
<p><i>The title:</i> <a href="#">DIRECTIVE (EU) 2019/1158</a> OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU</p> <p><i>The subject:</i> This Directive lays down minimum requirements designed to achieve equality between men and women with regard to labour market opportunities and treatment at work, by facilitating the reconciliation of work and family life for workers who are parents, or carers.</p> <p><i>The aim:</i> This Directive aims to foster a more inclusive and equitable labor market by enabling workers, irrespective of gender, to effectively manage their work and family responsibilities. By promoting a supportive work environment and providing legal protections, it seeks to advance gender equality, enhance work-life balance, and contribute to social and economic well-being across the European Union.</p>					
<b>2. The Title of national legal act, the subject and the aim of the legal act</b>					
<p><i>The title:</i></p> <p><i>The subject:</i></p> <p><i>The aim:</i></p>					
<b>3. The level of transposition</b>					
<b>4. The provisions and requirements of the EU legal act (article, paragraph)</b>	<b>5. The provisions of the national legislation (part, chapter, article, point, etc.)</b>	<b>6. Proposed amendments to national legislation</b>	<b>7. The reasons for partially conformity, non-conformity or no-applicability</b>	<b>8. The National authority responsible for transposing the EU legal act</b>	<b>9. Deadline to assure full conformity of national legislation</b>
<i>Insert the text of the directive. Include each article, paragraph, letter etc. in a separate row</i>	<i>Insert relevant parts of national legislation. There can be several types of legislation transposing a single article of the Directive – it is necessary to identify each law, bylaw, etc. by including references to their name, article, paragraph, etc.</i>	<i>Insert proposal to amend the national legislation to transpose the EU directive provision</i>	<i>Mention the reasons for the partial conformity, non-conformity, or no applicability, etc.</i>		<i>This column can be added at the latter stage, when level of the conformity of all articles is clarified and agreed within relevant counterparts</i>