

TERMS OF REFERENCE

Support to the Government in Developing a National Strategy for Social Inclusion

THREE NATIONAL CONSULTANT VACANCIES TO BE FILLED:

1. National Expert in Education
2. National Statistics Expert
3. National Child Rights Expert

1. BACKGROUND

As part of its commitment to support the country in the area of social inclusion and as contained in the new UNDAF 2010-2015 signed between the UN agencies and the government of the country, five UN agencies (UNDP, UNICEF, UNFPA, WHO and UNIFEM) have agreed to support the Ministry of Labour and Social Policy in its capacity of a coordinator of the process aimed at developing a National Strategy for Social Inclusion. The support envisaged in this preparatory assistance joint project is two-fold: a) provision of technical expertise and b) provision of operational and logistical support during the process of developing the Strategy which will aim at fulfilling the principles of participation and transparency.

The National Strategy for Social inclusion that will result from this joint project has a two-fold objective for the country:

- (i) It will provide the strategic framework that will determine the actions that need to be undertaken in the spheres of labour and employment, social inclusion of excluded groups and other interventions aiming towards the development of human capital and a more cohesive society;
- (ii) It will prepare the ground for preparation of a Joint Memorandum for Social Inclusion (JIM), which the government will prepare in cooperation with the European Commission.

The Strategy will identify and outline the principal challenges that the candidate country faces in tackling poverty and social exclusion.

2. ORGANIZATION

The principal coordinator and holder of the process of drafting and preparation of the Strategy is the Ministry of Labour and Social Policy (MLSP). The drafting process will be organized through the six task groups for which the MLSP will nominate focal points that will be supported with technical and organizational input provided by the respective UN agencies:

1. Labour, Employment and Poverty (UNDP)
2. Education (UNICEF)
3. Health (WHO)
4. Long Term Care (UNFPA)
5. Transport and Housing (UNDP)
6. Social Security (social insurance for the unemployed, retired and disabled)

Gender, diversity, vulnerable groups and statistics are considered cross-cutting issues of the SIS and will affect all areas of the document.

Each task group will consist of the representatives of relevant stakeholders, and will have a maximum of 25 members.

The overall coordination, in close collaboration with the assigned focal point from the Ministry of Labour and Social Policy, will be among key stakeholders (participating UN agencies, governmental and nongovernmental institutions) involved in the development of the reports in all six above mentioned areas needed for drafting of the Social inclusion strategy.

The consultants should take into account that each UN agency will assume responsibility of being the focal point for communication for the working group to which it provides input. In the case of UNICEF, the National Expert on Education is the focal point for communication for the Working Group on Education.

3. THE ROLE OF UNICEF IN THE PROCESS

UNICEF will support the process of developing the Social Inclusion Strategy through providing specific technical assistance in the spheres of education, child rights and statistical data collection and analysis.

For this purpose, UNICEF will hire three national consultants whose expertise matches the three mentioned areas. The general and specific values, competencies and skills required by the consultants are outlined below.

4. COMPETENCIES AND VALUES

The consultants shall have the following values and competences

Core values:

Demonstrate integrity and fairness by modeling UN values and ethical standards

Demonstrate professional competence and be conscientious and efficient in meeting commitments, observing deadlines and achieving results

Display sensitivity and adaptability to cultural, gender, religious, racial, ethnic and seniority principles.

Core competencies:

Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations, both orally and in writing, in a clear and persuasive style tailored to match different audiences.

Client orientation: Ability to establish and maintain productive partnerships with national partners and stakeholders and pro-activeness in identifying of beneficiaries and partners' needs, and matching them to appropriate solutions.

Analytical thinking: Ability to use a methodical step-by-step approach to break down complex problems or processes into their constituents parts, identify causes and effects patterns and analyse problems to arrive to an appropriate solution.

Technical knowledge: Possess sufficient and relevant knowledge of the subject matter in question, to be able to make concrete contributions toward improving the situation in the field.

Team work: Ability to work in a constructive and responsible manner in small and bigger teams, and organize and follow agreed upon division of work tasks.

5. DUTIES AND RESPONSIBILITIES

a) National Expert on Education

- Review and analyze all the relevant national documents, reports and data sources developed by independent stakeholders
- Review and analysis of the existing documents (legislation, action plans, policies, strategies etc.) in the specific area of Social inclusion (Education policy) in the country and in light of the EU requirements
- Lead the work of the task group on Education, and actively participate, provide inputs and recommendations during the drafting phase of the chapter on Education
- Actively participate in the workshops and conferences organized for the UNICEF led task groups
- Draft the chapter of the strategy for Education, and finalize it based on comments and feedback from the members of the groups
- Provide recommendations and experts opinion on UNICEF related area, based on current situation in the country and relevant experiences from other countries
- Communicate and collaborate with other experts provided by UN participating agencies
- Based on experience within the SIS development process, prepare the final report on the assignment, that includes recommendations for follow-up work in the field of education, related to the implementation of the strategy and the preparation of the Joint Inclusion Memorandum

b) National Statistics Expert

- Review and analyze existing policy documents in the field of social inclusion, compare their goals, objectives, and indicators with EU standards and requirements, for the purpose of identifying weaknesses and points to be addressed in the final National Social Inclusion Strategy;
- Participate in selected meetings of the 6 task groups and provide technical support, guidance and written inputs for the members in developing goals and indicators in their specific chapters;
- Communicate and cooperate with other groups leaders on finalizing separate chapters in the part of goals and indicators, means of verification and the dynamic of monitoring specific indicators;
- Provide information to all the working groups on the available data in the country related to measuring specific indicators;
- Recommend tools and methods for measuring indicators where no data is available;

- Develop a separate M&E framework for the purposes of the Social Inclusion Strategy
- Participate at SIS related events where relevant and at the opening and final conference with stakeholders;
- Participate in relevant UN, government, and CSO meetings for the development of SIS, as required;

c) National Expert on Children’s Rights

- Identify specific national issues in the sphere of children’s rights, analyze the relevant data, and develop recommendations regarding the incorporation of children’s rights aspects in the 6 task-groups
- Provide technical support and written input to ensure that child perspective is taken into consideration in the development of the SIS and is **fully** reflected in the final document. This includes: participation in meetings of the 6 task groups and provision of expert support in writing during formulation and finalization of the SIS chapters; review and provision of written comments to the SIS draft chapters prepared by each group; continuous communication with team leaders of each task group, overall process coordinator, team leader and UNICEF to ensure timely identification of needed changes and risks
- Participate at SIS related events where relevant and at the opening and final conference with stakeholders;
- Participate in relevant UN, government, and CSO meetings for the development of SIS, as required;
- Based on experience within the SIS development process, develop final report on the assignment, that includes recommendations for follow-up work that takes forward the most salient child rights issues in social inclusion, in light of SIS implementation and preparation of the Joint Inclusion Memorandum

6. EXPECTED OUTPUTS

a) National Expert on Education

- Produce a summary of existing literature, reports and analysis in the sphere of social inclusion in the education sector based on national policies, strategy documents, action plans, as well as existing legislation in light of EU requirements in this area (November 2009)
- Lead the meetings of the working group on Education (November 2009- March 2010)
- Develop, draft and finalize, with the inputs from other members of the Working group, the chapter on Education in the National Social Inclusion Strategy (January-February 2010)
- Produce monthly progress reports on activities and achievements of the Working Group, and share it with the UN designated experts in the other working groups, and the overall coordinator.
- Produce a final report on the assignment as elaborated in section 5(a) (March 2010)

b) National Statistics Expert

- Draft a report on the availability of data, relevant information and analysis related to social inclusion, including the assessment of what is missing as a part of the regular process of data collecting and analysis. The report should be based on national reports, legislation and independent analysis. The report should contain specific recommendations about how to overcome any statistics related issues in the country. (November 2009)

- Actively participate and provide written inputs regarding data availability, data collection and data analysis to all six working groups, relevant to the area that they deal with, including children's issues. (November 2009 – March 2010)
- Provide specific statistics related inputs in all chapters of the National Social Inclusion Strategy, including indicators, means of verification, data sources, tools and methods for measuring indicators, and the M&E framework (February - March 2010)
- Produce monthly progress reports on the work conducted in the field of statistics for the drafting of the NSSI (November 2009 – March 2010)
- Produce a final report on the assignment as elaborated in section 5(b) (March 2010)

c) National Expert on Children's Rights

- Draft a report on specific problems related to child rights mainstreaming in policy and legislation produced at the central and municipal levels, and provide specific recommendations for the members of the working groups on embedding children's rights in all chapters of the strategy (December 2009)
- Actively participate and provide written inputs regarding children's rights situation in the country, and how to improve it in the area relevant to the specific working groups. (November 2009 – March 2010)
- Provide specific child rights related written inputs in all chapters of the National Social Inclusion Strategy, designed to ensure children's rights are mainstreamed in the final document (March 2010)
- Produce monthly progress reports on the work conducted in all the working groups related to the subject of children's rights (November 2009 - March 2010)
- Produce a final report on the assignment as elaborated in section 5(c) (March 2010)

7. DURATION AND WORK DYNAMICS

The duration of the assignment is the period between November 2009 and March 2010. The working groups will be meeting periodically during this time to agree on the main concepts and text of the strategy. The Ministry of Labour and Social Policy will provide a focal point for each working group responsible for organizing the meetings and facilitating exchange of information.

8. REQUIRED SKILLS AND EXPERIENCE

a) National Expert on Education

- Advanced (at least Master's level) university degree in social sciences with specific focus on education
- A minimum of 5 years of relevant professional experience. Previous engagement in related activities such as development of national strategies and policies in education will be considered an asset.
- Demonstrated experience with issues of education nationally. Knowledge/experience in global education issues will be considered an asset.
- Excellent analytical, writing and communication skills in both Macedonian and English
- Excellent computer skills (use of standard Microsoft Office applications, internet and electronic communications)
- Experience in monitoring, assessment and identification of needs as well as policy analysis in the field of education

b) National Statistics Expert

- Advanced university degree in social sciences or related field
- At least 5 years experience in gathering, monitoring and analysis of social policy related statistical data and involvement in development of M&E frameworks in development projects??
- Demonstrated experience with issues of national data collection related to children
- Demonstrated experience in monitoring, assessment and identification of needs as well as policy analysis in the field of data collection and statistics
- Excellent communication skills, both verbal and written (Macedonian language)
- Computer literacy (use of standard Microsoft Office applications, internet and electronic communications)

c) National Expert in Children's Rights

- Advanced university degree in social sciences, human rights or related field
- At least 5 years professional experience in the field of advocacy for human rights. Specific experience with and involvement in children's rights programmes and policies will be considered a strong asset.
- Demonstrated experience in monitoring, assessment and identification of needs as well as policy analysis in the six sectors covered by the Strategy: education, health, long-term care, housing and transport, and labour, employment and poverty, and social security.
- Excellent communications skills, both written and verbal (Macedonian language)
- Computer literacy (use of standard Microsoft Office applications, internet and electronic communications)

9. NON-EXHAUSTIVE LIST OF RELEVANT DOCUMENTS

Education and Children's Rights

- All national legislation (including programmes, strategies and action plans) that deals with education and social issues
- Child Poverty Study in the Former Yugoslav Republic of Macedonia 2008 - UNICEF
- Education for Some More Than for Others? – A regional study on education in CEE/CIS countries (2007) - UNICEF
- Breaking the cycle of Social Exclusion – Roma Children in South East Europe (2007) – UNICEF
- Children in the former Yugoslav Republic of Macedonia – Situation Analysis 2008 - UNICEF

Statistics

- All national legislation dealing with data protection and data analysis
- Multiple Indicator Cluster Survey (MICS) 2005-2006 - State Statistical Office
- Innocenti Social Monitor 2009 - UNICEF
- Child Poverty Study in the Former Yugoslav Republic of Macedonia 2008 - UNICEF
- The State of the World's Children 2009 – UNICEF
- Children in the former Yugoslav Republic of Macedonia – Situation Analysis 2008 - UNICEF
- All regular reports published by the State Statistical Office and relevant to the 6 working groups

10. HOW TO APPLY

Interested applicants should send their Curriculum Vitae along with a letter of interest to all of the following email addresses: italev@unicef.org, iivanovska@unicef.org, and skopje@unicef.org

The deadline for applications is **23 October**. Applications received after the deadline will not be taken into consideration. **Only short-listed candidates will be asked to submit a budget for their services.**

Please be advised that due to the high volume of applications UNICEF receives, we will not be able to respond to all the applicants. If you have not heard from us within three weeks of your application, you should consider your bid unsuccessful.