**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**Social Services Improvement Project (SSIP)**

**Company for providing support to the municipalities/ potential service providers in preparation of application documents including the project proposals**

1. **BACKGROUND**

The Government of the Republic of Macedonia (GOM) and the International Bank for Reconstruction and Development signed a loan for implementing the Macedonia Social Services Improvement Project (SSIP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups.

The [Social Services Improvement Project](http://projects.worldbank.org/P162246?lang=en) will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services.

The project will contribute to the GoM’s ultimate objectives of alleviating poverty and enhancing human capital by strengthening the overall social protection delivery system and access to services by existing social assistance recipients and other vulnerable groups. Also the Project shall help alleviating poverty and enhancing human capital by investing in quality early learning for preschool children and their families and by supporting the transition into primary education.

1. **SPECIFIC BACKGROUND**

The Social Services Improvement Project covers three main components

* Component 1: Promoting social inclusion through improved access to social benefits and services
* Component 2: Expanding the access to and improving of the quality of preschool services
* Component 3: Project management, monitoring and evaluation

The objective of the Component 1 “Promoting social inclusion through improved access to social benefits and services” is to strengthen the overall social protection delivery system for improved services by existing social assistance recipients and by vulnerable groups. On the supply side, the project will support creation and expansion of preventive and nonresidential social services. The increased outreach activities by the system (SWCs and other institutions at the local level) will result in the rise of the poor and vulnerable applying for social benefits and services.

Grant Program for financing subprojects for development of social services shall be implemented in accordance to the provisions given in the Grant Operational Manual for development of social services already developed under the SSIP Project (GOM). The Social Services Subprojects shall be designed to develop non-institutional social services, including immediate social service, assistance to a person or family, home care, day care, temporary care, placement in foster families, placement in a small group home, and assisted living (a particular focus will be laid on subprojects considering marginalized groups, e.g. Roma). According to the procedures described in the GOM the municipalities/potential service providers that shall expressed interest for receiving a grant for development of social services, shall be provided direct support for preparation of the application documents including the project proposals by a company that shall be engaged under the SSIP, i.e. by a company that shall be engaged under this TOR

1. **MAIN OBJECTIVE OF THE ASINGMENT**

The objective of the assignment is to provide expert advice to the potential service providers in preparation of application documents including the project proposals

1. **SEPCIFIC TASKS**

The consultant firm shall provide support to the potential service providers that have expressed their interest for receiving a grant for development of social services:

* + - 1. Shall visit each of the applicants (interested service providers) and shall provide them with advisory services regarding the process of establishing of the services, licensing, managing, ensuring quality, law and other requirements prerequisite for successful operation of the service providers
      2. Preparation of application documents including the project proposals.

The Project proposal must be in line to the Rulebook for Norms and Standards for Providing Social Services) and shall include minimum information for the: type, scope, conditions, content and quality of the services planned to be provided to the beneficiaries. The project proposal shall justify the need of the proposed services to be developed, shall describe the type and the planned number of beneficiaries, hours per beneficiary, the area where the activity shall be performed, the premises, and the equipment that shall be used, number and qualification of staff that shall be engaged, the envisaged costs for establishing and running the service, i.e. budget breakdown, quality assurance and other details regarding the quality of the service that is planned to be delivered by the applicant.

The project proposals shall be prepared in line with the:

* + Rulebook for Norms and Standards for Providing Social Services,
  + Cost Methodology for Establishing of the Services proposed, including pricing list and
  + Rulebook for Cost Methodology for Delivering of the Services proposed, including pricing list become effective/are prepared
  + Rulebook for the type and scope of the services paid by the beneficiaries and the amount of participation in the costs of the beneficiaries and persons and the persons who are obliged to support them

The grants will not exceed Euro 30,000 and it is expected that there will be up to 200 grant applications; approximately half of the applications will be for the projects of smaller size.

1. **REPORTING OBLIGATIONS**

The Consultant must prepare and deliver the following outputs:

* + Project proposals for establishing of social services

All reports in Macedonian must be sent for approval to the SSIP Coordinator for development of Social Services.

1. **QUALIFICATION REQUIREMENTS**

**The consultant firm shall posses the following relevant qualification**

* The consultant should have experience in preparation of project proposals for development of social services in the past five years, (name of the assignment, description, duration, contract amount, reference),
* Minimum 5 years of experience in social and child protection area
* Experience in working with Government/relevant ministries and rural and urban communities,

**Key Experts:**

**Project Manager**

* At least university degree in Social Sciences or other relevant discipline (social policy, political science, economy and similar);
* At least 5 years experience as a project manager;
* Strong experience in preparation of project proposals;
* Excellent oral and writing skills in Macedonian.

**Social services expert:**

* At least university degree in Social Policy or other relevant discipline;
* Minimum 5 years working experience in the area of social services development and social services delivery;
* Experience in management of social services will be an asset;
* Excellent oral and writing skills in English and Macedonian.

**Budgeting expert**

* At least university degree in economy, mathematics, statistics, or similar.
* At least 3 years of experience in preparation of budgets for project proposals in the area of social or child protection area
* Experience in work with ministries and other state institutions is an asset;

1. **DURATION OF THE ASSIGNMENT**

The expected start date of the assignment is November 01, 2019, and the expected duration of the assignment is until June 30, 2023.

1. **SELECTION METHOD AND CONTRACT**

The selection method is “Consultant’s Qualifications Based Selection” and the contract shall be Lump sum according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non‐Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org/).