

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **Social Services Improvement Project (SSIP)**

#### **Researcher in the Unit for Analysis, Evaluation and Monitoring**

##### **I. OVERVIEW**

The Government of the Republic of Macedonia has received Loan from the International Bank for Reconstruction and Development, 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 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.

By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

##### **I. SPECIFIC BACKGROUND**

Within the Ministry of labor and social policy and under the Department for strategic planning, a Unit for analysis, evaluation and monitoring of the MLSP's policies and programs has been established . This unit has specific purpose of supporting the Ministry in taking important decisions by preparing analyses and statistics regarding the Ministry operations. The unit currently is understaffed and the Ministry now needs to strengthen and expand the unit by hiring additional staff.

##### **II. MAIN OBJECTIVE OF THE ASSIGNMENT**

The purpose of this assignment is to strengthen the capacity of the Unit for analysis, evaluation and monitoring within the MLSP as a tool for creation of policies that will improve the social protection system in Macedonia.

##### **III. SPECIFIC TASKS**

The Analyst within the Unit for analysis, evaluation and monitoring should perform the following activities:

- Assessment of the reporting requirements and documents needed for obtaining social rights;
- Collection, updating, systematization, processing and analysis of data regarding the social protection programs of the Ministry and its comprising bodies;
- Monitoring and evaluation of the social programs;
- Statistical researches (analyses) in the fields of labor, social protection, pension and disability insurance, child protection and protection of war veterans and disabled people as well as preparation of projections and predictions about functioning and implementation of the programs in the above mentioned fields;
- Actuarial analysis,
- Analyzing the financial requirements for the implementation of different social programs and preparation of the financial projections for these programs to be used in budget preparation process;
- Use of computer models for budgeting the social programs by field of activity and the development of basic programs for monitoring and analysis of SP programs;
- Definition of indicators for efficient and effective implementation of the social protection programs, and their monitoring
- Other analysis required for the Ministry's work.

#### **IV. REPORTING OBLIGATIONS**

The Consultant shall regularly debrief the Minister for labour and social policy, to the Head of Sector for Strategic planning, SSIP Project Director and SSIP Project Manager, on the progress in respect to the contract obligations performed.

#### **V. EXPERIENCE AND QUALIFICATIONS OF CONSULTANT**

- Higher degree in Economics, Mathematics or related discipline;
- Excellent analytical skills;
- Computer literacy with practical experience in MS Windows applications. Candidate with additional knowledge of statistical software (SPSS, SAS, Stata etc) will be considered as an asset;
- Working experience in data analysis and other activities related to preparation of statistics, household survey analysis, policy evaluation and data forecasting will be considered as an asset;
- Excellent verbal and writing communication skills in Macedonian and English.

#### **VI. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will be provided with suitable office space, appropriate equipment such as PC and printer.

Selection method and contract: The selection method is Individual Consultant Selection and the contract shall be Time based 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).

## **VII. DURATION OF ASSIGNMENT**

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in Macedonia. The contract for this assignment will be until June 30, 2024, subject to satisfactory performance during 6 months probation period.