

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

### **Social Services Improvement Project (SSIP), Social Insurance Administration Project (SIAP) and North Macedonia Emergency Covid-19 Response Project (ERCP)**

#### **Project Management Unit Legal Advisor**

#### **I. BACKGROUND**

The Government of the Republic of North Macedonia has received Loans from the International Bank for Reconstruction and Development for implementing the Social Services Improvement Project (SSIP), the Social Insurance Administration Project (SIAP) and North Macedonia Emergency Covid-19 Response Project (ERCP).

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.

The SIAP project activities will address specific functional and technical areas within the administration of social insurance. The project will support the Government's efforts to continue the process of improving the quality of services delivered by the social insurance administration. The SIAP project will make investments in:

- (a) developing a central single unified registry of socially insured individuals (SURS)
- (b) improving the Pension and Invalidity Fund's (PIOM) capacity and business processes
- (c) establishing a Central Disability Certification Coordination Unit (CDCCU)

- (d) revising the list of hazardous occupations eligible for early retirement with extended service period (ESP), and,
- (e) supporting implementation of the legal and institutional framework for employment and professional rehabilitation of persons with disabilities.

The ERCP development objective is to prevent, detect and respond to the threat posed by COVID-19 and strengthen national systems for public health preparedness. This project has three components. Component one will provide immediate support to help the Republic of North Macedonia limit the local transmission of COVID-19 (Coronavirus) through containment strategies. There are four subcomponents: (i) Enhancing case detection, confirmation, contact tracing, reporting, and monitoring; (ii) Strengthening the health system, (iii) Financing of bonuses for health workers and (iv) Vaccine purchasing. Component two will finance temporary income support to eligible individuals and households to enable them to comply with the social distancing measures the Government has introduced to contain the COVID-19 pandemic. There are two subcomponents: (i) Temporary social assistance support, and (ii) Temporary unemployment insurance support. Component three will support the administrative and human resources needed to implement the project and monitor and evaluate progress.

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

The Legal Advisor is expected to support the Project Management Unit and the Ministry of Labour and Social Policy (MLSP) on a broad range of issues, including but not limited to taking the day to day legal responsibilities and providing legal advice in relation to contracts, grant agreement (through the SSIP project two type of grants are being financed: 1) Grants are provided to selected Social services providers for Social Services Establishment and delivery and 2) Grants are provided to selected municipalities for Infrastructure Subprojects (building/upgrading kindergartens) and other Project-related document development and management. The Consultant shall provide advice on different legal issues and assist in drafting memoranda and other legal documents related to the implementation of the SSIP, SIAP and Covid Projects.

## **III. SPECIFIC TASKS**

The Legal Advisor should perform the following activities:

1. Provide advice on different legal issues and assist in drafting grant agreement, opinions, memoranda and other legal documents;
2. Provide legal support to the MLSP Departments: Child Protection Department, Social Protection Department, Pension Department and other MLSP relevant department;

3. Assist in reviewing the legal material and any other relevant documents;
4. Draw up formalities regarding the settlement of Projects disputes (if any) and monitor the implementation of the legal clauses;
5. Other legal tasks required within the Projects and the MLSP.

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

The Consultant shall regularly debrief the Project Director/s and Project Manager, on the progress in respect to the contract obligations performed.

#### **V. 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).

#### **VI. EXPERIENCE AND QUALIFICATIONS**

- University degree in law, master degree will be considered as an advantage;
- At least 10 years of relevant experience in the area of law;
- Knowledge of the Macedonian public sector and up to date knowledge of the state of the social protection, education and labour market systems will be considered as an advantage;
- Oral and writing skills in English and Macedonian.

#### **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 North Macedonia. The contract for this assignment will be until June 30, 2024.