**Terms of Reference – Senior non-key expert for Database Management**

Senior non-key expert (SNKE) for Database Management is expected to enhance the capacities of the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA), Republic and Province Institute for Social Protection in development/implementation of the database for monitoring of community-based social services (CBSS) with the respective authority, and provide assistance in preparation of the Regular Annual Report on social protection services produced by using the new software, all required by EU funded project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0065).

1. **Project background**

The project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF**” is funded by the European Union under IPA II for the year 2020. The project is managed by the Ministry of Finance, Department for Contracting and Financing of EU funded Programme. The main project beneficiaries are the Ministry of Labour, Employment, Veteran and Social Affairs and National Employment Service.

The **overall objective** of the project is **to improve effectiveness of social inclusion policies to foster equal opportunities and active participation of women and men from the most vulnerable and marginalised groups.**

The **specific objective** is to **modernise social protection system to enhance non-institutional care and timely access to quality and sustainable community-based social services for the most disadvantaged women and men, boys and girls.**

**The expected outputs to be achieved are:**

* **Output 1:** Capacity of the Ministry and Province Secretariat responsible for social protection as well as the Republic and Province Institute for Social Protection for evidence-based policy making strengthened, with the specific focus on gender responsiveness, implementation, monitoring, and evaluation of the social protection policy with the emphasis on CBSSs.
* **Output 2:** Active inclusion programmes and policies, focusing on FSA beneficiaries, developed and improved, based on EU standards and good EU practices and in line with EU Pillar of Social Rights.
* **Output 3:** Strengthening capacities of social protection system for the deinstitutionalization process.
* **Output 4:** Improving quality of social services supporting independent living in the community and strengthening capacities of social services providers.
* **Output 5:** Preparation for participation in the European Social Fund+.

1. **Objectives of assignment**

The SNKE will provide support to Output 1 **“Capacity of the Ministry and Province Secretariat responsible for social protection as well as the Republic and Province Institute for Social Protection for evidence-based policy making strengthened, with the specific focus on gender responsiveness, implementation, monitoring, and evaluation of the social protection policy with the emphasis on CBSSs”** within which, the following outputs are to be achieved**:**

Output 1.1: Capacities of the Beneficiary Institution and other beneficiaries on the EU monitoring framework in the area of social protection improved.

Output 1.2: Technical capacities of MoLEVSA, RISP, PSSW and PISP for more effective monitoring in the area of CBSS improved.

Output 1.3: Existing financial mechanisms of the MoLEVSA for supporting CBSS development improved and strengthened.

The SNKE expert will provide support to the following project activities (with reference to the project Terms of Reference):

**Activity 1.2.3 New database (software) for CBSS monitoring within RISP or within MoLEVSA developed or the existing one upgraded;**

**Activity 1.2.4 Expert assistance (for RISP and PSSW) and coordination in research and mapping of CBSS in the Republic of Serbia, by using the upgraded software provided;**

**Activity 1.2.5 Regular Annual Report of the RISP on social protection services prepared, by using new software, conducted.**

**Specific tasks:**

The SNKE will support the project team in:

* Design of the new or upgraded software solution for CBSS monitoring within the respective authority;
* Provision of expert assistance and coordination of research and mapping of CBSS by usage of the new software;
* Supporting the respective authority in undertaking activities related to the Regular Annual Report to be prepared by usage of the new software.

**Expected output/deliverable:**

Under the supervision of the project Team Leader, the expert is expected to contribute for producing the following outputs/deliverables:

* An overview of technical specification of the software solution and report on development of the new (or upgraded) database of CBSS monitoring;
* Report on expert assistance provided in research and mapping of CBSS by usage of the new software;
* Report on expert assistance provided in regards to the activities related to the Regular Annual Report to be prepared by usage of the new software.

1. **Expert profile**

Qualifications and skills:

* University-level degree in computer sciences, programming, mechanical engineering, electrical engineering, organizational sciences, or, alternatively, 7 years of professional experience in the relevant field.
* Fluency in Serbian and English, written and spoken.
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication, representation and reporting skills.
* Analytical experience and skills.
* Ability to work in a team.

General professional experience:

* Minimum 7, preferably 10, years of professional experience in the field of system administration, programming and software development and maintenance.
* At least 7 years of experience in development and maintenance of applications, platforms and other digital tools.

Specific professional experience:

* Proven knowledge of working with MySql, Bootstrap and Firebase; knowledge of other programming languages will be considered an asset.
* Participation on at least one project, or 5 years of experience, on building and maintaining databases.
* Minimum 5 years of professional experience in developing digital tools related to education system, or social protection system, or healthcare system.
* Experience in working with governmental institutions and/or civil society organisations and/or other relevant actors in the field of social protection.

1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **November 2024 – May 2026,** including, up to 56 working days. The number of days is subjected to extension as needed.

In case of activity requiring travel and/or stay outside Belgrade, costs of travel, accommodations and meals will be covered by the project.

1. **Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team Leader. The report will be attached to the expert’s draft timesheet.

1. **General information**

Civil servants and other staff currently employed by public administrations of the beneficiary country are not eligible to apply as experts. Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference.

Application letter and EU format CV, both in English, must be submitted by e-mail to: [vuk@niras.com](mailto:vuk@niras.com), [projekti.medjunarodna@minrzs.gov.rs](mailto:projekti.medjunarodna@minrzs.gov.rs), no later than 22.11.2024, titled: „Application for Database Management”

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development, and gender equality.

All applications will be considered strictly confidential.