**Terms of Reference – Junior non-key expert for Deinstitutionalization 2**

Junior non-key expert (JNKE) for Deinstitutionalization 2 is expected to provide support in strengthening capacities of social protection system for the deinstitutionalization process through cooperation, support and implementation of activities, 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 JNKE will provide support to Output 3 **“Strengthening capacities of social protection system for the deinstitutionalisation process”** within which, the following outputs are to be achieved**:**

**Output 3.1:** Strengthening capacities of relevant stakeholders for the deinstitutionalisation process.

**Output 3.2:** Developing the model of General Transformation Plan and promote deinstitutionalization process.

**Output 3.3:** Prepare transformation plans of the residential institutions and support deinstitutionalization of beneficiaries, in line with transformation plans.

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

**Activity 3.2.1 The General Transformation Plan of institutions, in cooperation with the Ministry, in line with the proposal Strategy for Deinstitutionalization and CBSS development 2021-2026 based on the Transformation Plans developed for 5 residential institutions, prepared.**

**Activity 3.2.2 Minimum 10 educational activities related to the drafting of Transformation Plans (2 per each selected institution) and a minimum of 5 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, as well as regaining of legal capacity and regulation of the beneficiaries’ legal status, organized.**

**Activity 3.2.3 National and local campaigns aiming to increase social awareness on deinstitutionalization, conducted.**

**Activity 3.2.4 At least 4 trainings for the implementation of the General Transformation Plan for other residential institutions which have not been included in this Project, organized.**

**Activity 3.3.1 Expert support to selected institutions for drafting the Transformation Plans and in preparation of selected beneficiaries for deinstitutionalization provided in close cooperation with selected residential institutions and LSGs.**

**Activity 3.3.2 Transformation Plans for 5 selected residential institutions developed and piloted and expert support provided to selected residential institutions and CSWs in restoring legal capacity to selected beneficiaries.**

**Activity 3.3.4 At least 2 workshops for residential institutions, LSGs, CBSS service providers, health workers, etc. organized to identify challenges and good practices in implementing transformation plans and non-institutional community care, organised.**

**Specific tasks:**

The JNKE will support the project team and specifically the Senior non-key expert (SNKE) for Deinstitutionalization in:

* Contribution to the Operational team for the development of transformation plans and take part in data collection for the development of The General Transformation Plan of institutions.
* Expert support to selected institutions for drafting individual transformation plans and in preparation of selected beneficiaries for deinstitutionalization, in close cooperation with selected residential institutions and LSGs.
* Preparation and implementation of minimum 1 educational activity related to the drafting of Transformation Plans.
* Preparation and implementation of 2 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, as well as legal capacity and regulation of beneficiaries’ legal status.
* Preparation and implementation of at least 4 trainings for the implementation of the General Transformation Plan for other residential institutions not directly involved in this Project.
* Expert support to selected residential institutions and CSWs in restoring legal capacity of selected beneficiaries.
* Participation in creation and implementation of at least 5 inter-municipal trainings throughout Serbia for social service providers, LSGs, CSWs, etc. on newly proposed CBSS services and standards.
* Development of training programs and implementation of a minimum of 2 workshops for representatives of residential institutions and LSGs, CBSS service providers, health workers, etc. organized to identify challenges and examples of good practice.

**Expected output/deliverable:**

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

* Elaborated General Transformation Plan for institutions, in close cooperation with MoLEVSA and in line with the draft Strategy for Deinstitutionalization and CBSS development for the period 2021-2026.
* Five elaborated individual transformation plans for selected institutions, complementary to the General Transformation Plan.
* Report on implementation of a minimum of 1 educational activity related to the drafting of Transformation Plan.
* Report on implementation of 2 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, legal capacity and regulation of the beneficiaries’ legal status.
* Developed agenda and materials for trainings aiming at supporting the implementation of the General Transformation Plans.
* Report on implementation of at least 4 trainings aiming at supporting the implementation of the General Transformation Plans, targeting representatives of residential institutions not directly involved in the Project, representatives of CSWs and LSGs.
* Developed agenda and materials for inter-municipal trainings on newly proposed CBSS services and standards.
* Report on implementation of 5 inter-municipal trainings on newly proposed CBSS services and standards throughout Serbia for social service providers and representatives of LSGs and CSWs.

1. **Expert profile**

Qualifications and skills:

* University-level degree in social work, social sciences, political sciences or similar fields. Master’s degree in the relevant area will be considered an asset.
* Fluency in English written and spoken.
* Fluency in Serbian written and spoken will be considered an asset.
* 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 5 years of professional experience in social work, social policy, or social protection system.

Specific professional experience:

* At least 3 years of experience in realization of social protection services.
* Minimum 3 (three) accredited training programs in the social protection system, of which at least one refers to human rights of persons with mental and intellectual disabilities.
* Experience in managing or coordinating of at least 3 (three) projects.
* Experience in realizations of project evaluation related to deinstitutionalization or community-based social services.
* Experience in (co)creating of researches, manuals or studies related to vulnerable groups, through a minimum of 3 publications.

1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **January 2025 – May 2026,** including, up to **66.5** working days. The number of days is subject 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, projekti.medjunarodna@minrzs.gov.rs, no later than 31.12.2024, titled: „Application for Junior non-key expert for Deinstitutionalization 2”

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.