

Terms of Reference (ToR)- Local expert for local action planning

Technical assistance to selected LSG in development of new/improvement of existing LAPs and in programme budgeting of Roma inclusion measures/activities

Background and Overall Objectives

The Programme EU SUPPORT TO ROMA INCLUSION - *Strengthening Local Communities towards Roma Inclusion* is implemented by the Standing Conference of Towns and Municipalities (SCTM) and financed by the European Union through IPA 2016. The Programme overall objective is to strengthen the position of the Roma population in local communities through implementation of strategic measures from the Strategy for Social Inclusion of Roma for the period 2016-2025 and Action plan for 2017-2018.

To contribute to achievement of the overall objective, the project aims to strengthen LSG units in areas of municipal planning, finance and service provision, building on the results of the previous phases of capacity building support to LSGs, through the following specific objectives divided into three components:

COMPONENT 1: Establishment/improvement of local strategic, financial and institutional mechanisms

The objective of the Component 1 is to provide comprehensive support to LSGs with the improvement/development of LAP for Roma inclusion, establishment and operationality of local multi-sector policy coordination bodies and joint mobile units. Additionally, within this component, trainings, exchange of best practices and advisory support will be provided to all LSGs with Roma population.

COMPONENT 2: Support to implementation of local measures for Roma inclusion (grant scheme).

The objective of Component 2 is to provide financial support on a local level through the grant scheme, for resolving local issues identified as priorities in line with Roma inclusion policies, LAPs and/or other local strategic/action planning documents ensuring effective implementation of grant scheme support.

COMPONENT 3: Support in legalization of housing units, development of urban plans and technical documentation for substandard Roma settlements. The objective of Component 3 is to provide further support to local self-governments in the field of spatial regularization of informal settlements and improvement of living conditions of Roma communities. Activities envisaged within the scope of this component will support the creation of urban planning, technical documentation and implementation of a regulatory framework for sustainable housing conditions of Roma communities in selected municipalities.

The purpose of engaging the expert is to assist in the provision of support to the local governments to integrate Roma local specific policy measures into: (1) local mainstream socioeconomic policies and public service delivery; and (2) local budget planning. The expert will provide direct support (technical assistance) to selected LSGs in development of new/improvement of existing LAPs for Roma Inclusion, with clear objectively verifiable indicators and list of local stakeholders responsible for its delivery, local budgetary allocations and other sources of funding, as well as clear monitoring plan. LAP shall encompass, and address recommendations provided by a wide range of local stakeholders through a participatory consultative process and should be aligned with relevant ongoing national priorities and local socioeconomic situation.

Specific Objectives

The **specific objective** of the expert service is to provide technical assistance for development and/or improvement of LAP for Roma inclusion and improvement of capacities of different local stakeholders in planning and preparation of LAP, its implementation, monitoring and evaluation through the aspect of programme budgeting.

Expert for local action planning

Scope of Work

The Expert will be a member of a SCTM Expert Team for LAPs development/improvement. The SCTM Expert Team will be consisted of experts for local action planning, Roma inclusion and programme

budgeting, and all of them should participate at Initial meeting and ToT trainings for presentation of methodological guidelines, training modules packages and workshops/trainings design¹ delivered by the Key expert.

Expert Assignments:

- Be a focal point for the SCTM in communication and coordination with the LSGs during the process of development of new/improvement of existing LAPs in selected LSGs;
- Be a focal point on behalf the SCTM Expert Team consisted of three members and *act as a lead expert* of the whole process of development of new/improvement of existing LAPs managing the timetable of other experts' involvement into the process;
- Have advisory role towards LAP Coordinator and its work especially in coordination and facilitation of the thematic working groups work process;
- Deliver and report on following events:
 - A)** introductory one-day training for MCT members (including members of special working groups) for strategic planning in Roma inclusion on following topics: defining the institutional and financial framework for development of new/improvement of existing LAPs Roma inclusion, defining work-plan and plan for consulting the public with presentation of Questionnaire for Situation Analysis in Roma inclusion with gender perspective², according to ToT methodology;
 - a. overview and facilitate the work of local multi-sector policy body³ where this body will act as Municipal Coordination Team (MCT) for LSGs receiving comprehensive support;
 - B)** one-day workshop on development of the situation analysis in Roma inclusion with gender perspective to local staff and stakeholders involved in the planning process according to specific needs and circumstances in selected LSGs relaying on findings from the Questionnaire on Situation Analysis;
 - b. secure that LAP Coordinator⁴ include all local mechanisms for socio-economic Roma inclusion and that they appoint their representatives as members in thematic working groups;
 - c. support LAP Coordinator and relevant stakeholders in developing PESTLE and SWOT analysis, relaying on finding from focus groups, surveys, etc.;
 - d. support LAP Coordinator in preparing survey questioners for each thematic area for double checking the finding in SWOT analysis with representatives of Roma community;
 - e. support LAP Coordinator LAP Coordinator and relevant stakeholders in preparing situation analysis relaying on survey findings;
 - C)** two two-day thematic workshops following thematic areas: (i) development of new/improvement of existing LAPs for Roma inclusion and implementation timeline (ii) identification of responsible institutions and partners (iii) defining financial framework, sources and amounts, (iv) definition of indicators at the project level and (v) programme budgeting of Roma inclusion measures/activities, (vi) monitoring and evaluation of the LAP in selected LSGs;
 - f. *deliver together* with the Local expert for Roma inclusion and Local expert for programme budgeting, based on the results of the previous one-day workshop on situation analysis,
 - g. *overview* the process of work of joint or separate thematic working groups for thematic areas (education, healthcare, social services, housing, employment, inclusion of Roma into public life and local community);
 - h. *support* LAP Coordinator and relevant stakeholders in identification of relevant actions and measures in each thematic area to be implemented through LAP taking special attention to activities that are currently financed by local/national level in relevant thematic area which are contributing to Roma inclusion and identifying a new one to be financed through local budget;
 - i. *facilitate* the process of local LAP team and/or members of thematic working groups

¹ One meeting for LSGs that are receiving comprehensive support in the first year of Programme implementation and second meeting for LSGs selected thorough the Open Call in the second year of Programme implementation;

² The **first part** of the introductory one-day training will be devoted to decision makers from the respective LSG and relevant institutions. The **second part** of this training will be targeting the LAP Coordinator and Working group/s responsible for LAP development/improvement, and the first set of materials regarding Situation Analyses is to be fulfilled by LSGs till the next workshop;

³ Multi-sector policy body will be constituted of the decision makers from the LSG and other relevant stakeholders at the local level (National Employment Service branches, Centre for Social Work, Local Health Station, schools and relevant prominent NGOs), with the mandate to respond to the rising needs for policy coordination of Roma inclusion measures at the local level and specifically coordination and supervision over Roma Inclusion LAP implementation. The chairperson of this body will be a high official from local self-government (Mayor, President of the Municipal Assembly, Members of the Municipal Council or Head of local administration) who will invite decision makers from relevant local institutions to become members of this body;

⁴ Municipal employee responsible for the action planning process;

<ul style="list-style-type: none"> j. <i>secure</i> that all stakeholders clearly understand the importance of objectively verifying indicators, and support them in its development for each thematic area; k. <i>monitor</i> the deadlines for LAPs adoption by local bodies, municipal assembly or municipal council; l. <i>provide</i> support LAP Coordinator and relevant stakeholders in developing a LAP monitoring plan with clear identification of stakeholders' responsibilities and reporting plan; <p>D) one public debate to broader public and relevant stakeholders;</p> <ul style="list-style-type: none"> m. provide support to LAP Coordinator in preparing final draft of LAP document before its first public hearing to local public, especially with the representatives of local Roma community/ies and improving document according to collected additional inputs; <ul style="list-style-type: none"> ▪ Provide regular mentoring and technical assistance to LSGs in development of new/improvement of existing LAPs Roma inclusion, setting up mid-term objectives, defining and linking measurable indicators for assessing the impact of Roma inclusion measures/activities through: <ul style="list-style-type: none"> A) support LAP Coordinator and relevant stakeholders in identification of relevant actions and measures in each thematic area to be implemented through LAP taking special attention to activities that are currently financed by local/national level in relevant thematic area which are contributing to Roma inclusion and identifying a new one to be financed through local budget; B) support LAP Coordinator and relevant stakeholders in updating indicators for activities that are currently financed by local/national level and developing indicators for new LAP actions and measures, following the instructions and material from ToT training; ▪ Attend Expert Team meetings during the Action implementation for reporting on gathered data, and giving inputs relevant for the LAP Manual development; ▪ Conduct up to one filed visit to targeted LSGs by the end phase of LAP development/improvement before public debate and document adoption; ▪ Prepare regular reports on the process of action plans development/improvement in English; ▪ Actively cooperate with the SCTM during the whole process of development of new/improvement of existing LAPs Roma inclusion.

Outputs Requested	
<p>Based on successful completion of the Activities and Tasks described above in the section Scope of Work, the expert is required to produce/contribute to the following outputs:</p> <ol style="list-style-type: none"> 1. LAP trainings delivered; 2. Reports from each training/workshop/meeting with LSGs listed in the section Scope of Work prepared (handouts and power point presentation for training participants to be submitted to SCTM at least 5 working days before relevant event/field visit for final approval); 3. Regular on-the-filed technical assistance provided; 4. LAPs for Roma inclusion developed/improved in accordance with agreed methodology; 5. Final report of activities undertaken and Time sheet to be submitted to the SCTM 	

Profile and Competencies	
Education:	Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 6 years of relevant experience; ▪ Experience and expertise in participatory development of strategic documents, policy documents, local action plans (preferably in Roma integration); ▪ Have good knowledge of relevant documents on <i>national level</i> such as National Strategy for Social Inclusion of Roma for the 2016-2025 Period; National Action Plan for the implementation of National Strategy for the period 2017-2018; Operational conclusions from the seminar Social inclusion of Roma in the RS, Law on planning system, and on <i>local level</i> LAP for Public Health, Employment, Social Welfare, Housing plans and other, as well as developed and adopted LAPs by the Regional Cooperation Council's Roma Integration 2020 project. Sustainable Development Goals (SDGs) are recognised as a complementary document; ▪ Experience in preparing and delivering trainings to different stakeholders (executives, servants, OCS); ▪ Excellent communication, presentation and reporting skills and ability to work in an environment requiring liaison and collaboration with multiple actors including local government representatives, civil society institutions and other stakeholders; ▪ Excellent writing abilities, argumentation and negotiation skills;

Language requirements:	Fluency in Serbian and English;
Other:	Familiar with MS Office applications. Driving license obligatory