

Terms of Reference (ToR)- Local expert for Roma inclusion

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.

Scope of Work

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

Expert Assignments:

- Participate at internal meetings: Initial meeting and ToT trainings for presentation of methodological guidelines, training modules packages and workshops/trainings design.
- Review relevant documents on national level 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, develop and adopted LAPs by the Regional Cooperation Council's Roma Integration 2020 project. Sustainable Development Goals (SDGs) are recognised as a complementary document;
- Support to expert for local action planning of the SCTM in communication and coordination with the LSGs during the process of development of new/improvement of existing LAPs in selected LSGs;
- Support to expert for local action planning in the whole process of development of new/improvement of existing LAPs especially the process of providing expertise on Roma Inclusion Policy ;
- Assist the municipal coordination teams in mutual understanding of the Local action plans for Roma Inclusion planning process including the provision of the template of the plan document
- Support the municipal coordination teams to gather and process the data to prepare the situation analyses
- Have advisory role towards LAP Coordinator and its work especially in coordination and facilitation of the thematic working groups work process;
- In coordination with LAP coordinator, local expert for local action planning and SCTM Programme Officer for Local Action Planning, according to the specific needs of supported LSG, participate in the 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 perspective¹, according to ToT methodology;
 - 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 relating on findings from the Questionnaire on Situation Analysis;
 - C.** one-day training for local LAP team and/or members of special topic working groups in harmonizing the current local strategies/LAPs (LAP for Employment, Public Health, Social Welfare, etc) with newly developed local framework for Roma inclusion, obtaining clarifications and confirming deadlines for LAPs adoption by local bodies, municipal assembly or municipal council;
- Support LAP Coordinator in preparing survey questioners for each thematic area for double checking the finding in SWOT analysis with representatives of Roma community;
- 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;
- 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;
- 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;
- Support LSGs to organize at least one public debate of Draft LAP
- Attend Expert Team meetings during the Action implementation for reporting on gathered data, and giving inputs relevant for the LAP Manual development;

¹ 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;

- Support to local expert for local action planning in preparing 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

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:

- A written product, in the form of recommendations/proposals/suggestions, should be obtained as a result of meetings with Roma community representatives;
- A written product, on desired changes in attitudes and behaviour towards Roma community per LSGs;
- To contribute developing a more accessible service provision system through LAP document;
- To consult with Roma and include their input in policy development / implementation;
- Reports from each training/workshop/meeting participated, 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);
- Support LSGs to organize at least one public debate of Draft LAP
- LAPs for Roma inclusion developed/improved with Programme Budgeting;
- Final report of activities undertaken and Time sheet to be submitted to the SCTM

Profile and Competencies

Education:	<ul style="list-style-type: none"> ▪ A relevant University degree ▪ 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 5 years of relevant experience in Roma inclusion; ▪ Experience and expertise in participatory development of strategic documents, policy documents, local action plans (preferably in Roma integration); ▪ Experience in preparing and delivering trainings to different stakeholders (executives, servants, OCS) on Roma inclusion; ▪ 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 Knowledge of Romanes is an advantage
Other:	Familiar with MS Office applications Driving license obligatory