**Terms of Reference (ToR)- Coordinator of experts team/Expert for development of Operational plans for Joint Mobile Unit for Roma Inclusion in 4 (four) selected LSGs, 1 (one) position**

|  |
| --- |
| **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 overall objective of the Programme is to strengthen the position of Roma population in local communities through implementation of strategic measures from the Strategy for Social Inclusion of Roma for the period 2016-2025 and its Action plan for 2017-2018. To contribute to the achievement of the overall objective, the Programme aims to strengthen LSG units in the areas of municipal planning, finance and service provision, building on results of 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 Component 1 is to provide comprehensive support to LSGs in 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. Under the Component 1, the Programme will provide expert support and mentoring to local practitioners to develop annual Operational plan for Joint Mobile Units for Roma inclusion (JMU). Also, support in development and set up of monitoring procedures for each JMU in 10 selected LSGs will be provided. Through set of workshops, practitioners will gain knowledge on role and tasks of JMUs; Development of JMU annual Operational plans, skills to prepare their monthly, quarterly and annual reports as well as communication plans, etc., that will enable them to maintain proper functioning of JMU.  |

|  |
| --- |
| **Specific Objectives** |
| The **specific objective** of the expert service is to provide technical assistance in the development of Operational plan for Joint Mobile Unit/team for Roma inclusion (JMU) and support to local stakeholders in planning and preparation of relevant documents, its implementation, monitoring and evaluation.  |

|  |
| --- |
| **Scope of Work** |
| An Expert will be a member of a SCTM Expert Team for development of Operational plans for JMUs. The Team will consist of the one (1) Coordinator of experts team/Expert for development of Operational plan and two (2) experts for development of Operational plan to support the newly established JMUs under this Programme.**Expert Assignments:*** Coordinate Initial meeting with two (2) engaged experts for development of Operational plans
* Participate in coordination meetings with local practitioners and relevant stakeholders;
* Review relevant national documents such as the Strategy for Social Inclusion of Roma (2016-2025) and Action Plan for its implementation (2017-2018); Operational conclusions from the seminar Social inclusion of Roma in the Republic of Serbia, existing relevant Operational plans of the Joint Mobile Units for Roma inclusion (JMU) and Law on the Planning System of the Republic of Serbia;
* Prepare the draft of JMU Operational Plan for 4 (four) selected LSGs;
* Review the draft of JMU Operational Plan prepared by the other experts (for additional 6 (six) selected LSGs);
* Support other experts and stakeholders in communication and coordination with LSGs during the entire process;
* Fully participate in the entire development process for 4 (four) selected LSGs, in the line with their specific needs in coordination with Programme Officer for JMU and capacity development and other experts;
* Participate in meetings with 4 (four) JMU during the entire process, on following topics: defining the institutional and financial framework for development of the new Operational plan and defining the work-plan;
* Harmonizing current policy documents (LAP for Roma inclusion or Employment, Public Health, Social Welfare, etc.) with the newly developed local framework for Roma inclusion, obtaining clarifications and confirming deadlines for its adoption by local bodies, municipal assembly or municipal council;
* Support relevant stakeholders in identifying measures in each thematic area which should be implemented through the JMU’s Operational plan, while providing special attention to activities that are currently financed by the local/national level contributing to Roma inclusion, and identifying new relevant measures to be financed through Operational plan’s budget.
 |

|  |
| --- |
| **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:* At least 2 field visits/meetings conducted with relevant stakeholders in 4 (four) selected LSGs;
* A written product, in the form of recommendations/proposals/suggestions, should be obtained as the result of workshops or/and meetings with local practitioners (LSGs), partners and stakeholders;
* JMU’s Operational plan fully developed containing a list of relevant actions, indicators and the budget for its implementation;
* Final report, including reports submitted by the other experts of activities undertaken and a Time sheet to be submitted to SCTM.
 |

|  |
| --- |
| **Profile and Competencies** |
| Education:  | * A relevant university degree in public administration, social sciences, economics, law or other areas
 |
| Experience:  | * Minimum of 5 years of relevant experience in Roma inclusion issues;
* Experience and expertise in participatory development of policy documents, local policy framework, mechanisms and documents (preferably in Roma inclusion issues);
* Excellent coordination, 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 Roma will be considered an advantage. |
| Other: | Basic knowledge of MS Office applications.Driving license obligatory. |