

## Terms of Reference (ToR)- Local expert for Programme Budgeting

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 provision of support to selected local governments to integrate Roma specific policy measures into local budget and local budget planning. The expert will provide direct support (technical assistance) to selected LSGs in identifying programme budget structure on effectiveness and efficiency of current spending in domain of Roma inclusion in each thematic area and identifying future programme budget structure for financing the priorities coming out from new/improved LAP for Roma Inclusion.

### Specific Objectives

The **specific objective** of the expert service is to provide technical assistance in analysing current programme budget structure financing actions/measures related to Roma inclusion and identifying future programme budget structure for financing the priorities coming out from new/improved LAP for Roma Inclusion.

### 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 design<sup>1</sup> delivered by the Key expert.

<sup>1</sup> 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;

**Expert Assignments:**

- Have a regular communication and coordination with the expert for LAP, which is a focal point on behalf the SCTM Expert Team;
- Before delivery of thematic workshops/prepare analysis of the local budget per each LSGs in every thematic area (health, housing, employment, social welfare, education) on current financial contribution to implementation of Roma inclusion measures and in past two years consulting the findings from Initial Analyses developed by SCTM through the Programme;
- Deliver together with the SCTM Expert Team and report on following events<sup>2</sup>:
  - A)** one-day at the two-day thematic workshops following thematic areas: (i) defining financial framework, sources and amounts, (ii) definition of indicators at the project level and (iii) programme budgeting of Roma inclusion measures/activities, (vi) monitoring and evaluation of the LAP in selected LSGs;
    - a. support LAP Coordinator<sup>3</sup> and Municipal Coordination Team (MCT<sup>4</sup>) in improving goals and indicators for the different levels of programme structure and identifying future programme budget structure for financing the priorities coming out from new/improved LAP for Roma Inclusion, following the instructions and material from ToT training;
    - b. support LAP Coordinator and MCT in improving the gender perspective of the budget e.g. the process of the gender balanced budgeting;
  - B)** one-day training for local LAP team and/or members of special topic working groups on improvement of the programme budget part related to local framework for Roma inclusion, presenting data on previous and current contribution in Roma inclusion measures, with the recommendations for its improvement;
    - c. support LAP Coordinator and MCT on improvement of the programme part of the Budget Decision, and preparation of the Budget decision with special focus on the development of programmes, programme activities and defining the programme information for the projects coming out from local framework for Roma inclusion;
    - d. prepare and present methodology for measuring, monitoring and reporting in line with the Guidelines for monitoring and reporting on Programme Budget implementation issued by the Ministry of Finance;
- Conduct up to one field visit to targeted LSGs by the end phase of LAP development/improvement before public debate and document adoption providing support to LAP Coordinator and Head of Budget in preparing new local budget according to collected inputs;
- Provide mentoring and technical assistance to LSGs;
- Prepare regular reports on the process of programme budgeting in English;
- Actively cooperate with the SCTM during the whole process of development of new/improvement of existing LAPs Roma inclusion.
- Attend Expert Team meetings during the Action implementation for reporting on gathered data, and giving inputs relevant for the LAP Manual development;
- 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**

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:

1. Programme Budget 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. Analysis on local budget per LSGs in every thematic area (health, housing, employment, social welfare, education) on current financial contribution to implementation of Roma inclusion measures and in past two years, with recommendations for improvements prepared;
4. Regular technical assistance provided;
5. Final report of activities undertaken and Time sheet to be submitted to the SCTM.

**Profile and Competencies**

Education:	Advanced degree in public administration, economics, law or other areas directly related to
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<sup>2</sup> Please note that for two two-day thematic workshops, this expert will be present at the second day of workshop in duration of 1 day, and half day during one-day training for local LAP team

<sup>3</sup> Municipal employee responsible for the action planning process

	the subject of work.
Experience:	<ul style="list-style-type: none"> <li>▪ Minimum of 6 years of relevant experience;</li> <li>▪ Minimum 4 years of experience in budget system and/or strategic planning and budget accounting</li> <li>▪ Excellent knowledge of Serbian institutional, methodological and legal framework related to budgeting and public finance</li> <li>▪ Have a good knowledge of 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;</li> <li>▪ Minimum 2 years of experience in programme budgeting at local level (preferably in Roma integration);</li> <li>▪ Experience in monitoring and evaluation;</li> <li>▪ Experience in preparing and delivering trainings to different stakeholders (executives, servants, OCS);</li> <li>▪ 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;</li> <li>▪ Excellent writing abilities, argumentation and negotiation skills</li> </ul>
Language requirements:	Fluency in Serbian and English;
Other:	Familiar with MS Office applications. Driving license obligatory