

Terms of Reference (ToR)-Key expert for development of Manual for preparation of LAPs 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
<p>The Programme EU SUPPORT TO ROMA INCLUSION - <i>Strengthening Local Communities towards Roma Inclusion</i> (Programme) 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.</p> <p>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:</p> <p>COMPONENT 1: Establishment/improvement of local strategic, financial and institutional mechanisms</p> <p>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.</p> <p>COMPONENT 2: Support to implementation of local measures for Roma inclusion (grant scheme).</p> <p>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.</p> <p>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.</p> <p>The purpose of engaging the Key expert is to assist in the provision of support to SCTM Programme Expert Teams (expert for local action planning, expert for programme budgeting and expert for Roma inclusion) engaged for the delivery of Component 1, Activity 1.2.1. <i>Technical assistance to selected LSG in development of new/improvement of existing LAPs and in programme budgeting of Roma inclusion measures/activities</i> and development of the Manual for preparation of LAPs for Roma inclusion.</p>
Specific Objectives
<p>The specific objective of the Key expert service is to formulate, develop and deliver Training of Trainers (ToT), to prepare Manual for preparation of LAPs for Roma inclusion, as well as to define selection criteria for LSGs to be identified through Open Call for the LAP technical assistance.</p>
Scope of Work
<p>The Key expert will oversee five (5) SCTM Expert Teams for LAPs development/improvement consisted of experts on local action planning, Roma inclusion and programme budgeting. Key expert will meet four (4) times during the Action implementation with Expert Teams beside the Initial meeting /ToT training to discuss relevant issues, decide on necessary steps, and present findings and information relevant for the Manual development. During the development of the training module package and work methodology (workshops/trainings design) SCTM Programme Officer for Local Action Planning will organize two meetings for Key expert with representative of Public Policy Secretariat of the Republic of Serbia to adjust work methodology with new Law on planning system.</p> <p>Expert Assignments:</p>

- 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, Law on planning system¹, and on local level 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. Also, review of Initial Analyses developed by SCTM through the Programme is obligatory;
- Prepare, organize and deliver three internal meetings: one Initial meeting and two ToT trainings for presentation of methodological guidelines, training modules packages and workshops/trainings design²;
- Present and deliver during the Initial meeting a Questionnaire for situation analysis in Roma inclusion with gender perspective;
- Present during ToT trainings methodological guidelines, work methodology (workshops/trainings design) and training material³;
- Chair four (4) Expert Teams meetings during the Action implementation for obtaining information, gather data, perform data analysis, perform data processing, provide inputs relevant for the Manual development in the first year of Programme implementation;
- Deliver four (4) filed visits to different LSGs in different phases of LAP development/improvement for obtaining information relevant for the Manual development in the first year of Programme implementation;
- Have a minimum two meetings with the representative of Public Policy Secretariat of the Republic of Serbia obtaining information relevant for the Manual;
- Prepare selection criteria for LSGs to be identified through Open Call for the LAP technical assistance relaying on finding from Initial Analyses and on filed consultations with local stakeholders;
- Develop Manual;
- Present the Manual at the SCTM Network for Roma inclusion;
- Prepare the assignment report.

The **ToT** training should be provided to SCTM Expert Teams with methodological guidelines, training modules packages and workshops/trainings design. The SCTM Expert Teams should receive guidelines, materials and templates for preparation, organization, delivery and reporting, which are aligned to the methodological requirements for training programme development defined within the Law on Employees in Autonomous Provinces and Local Self- government Units⁴ and Law on the Planning System of the RS⁵, on implementation of following events:

- introductory one-day training for members of Local multi-sector policy coordination body⁶ (10 LSGs which receive comprehensive support) and for members of Municipal Coordination Team (MCT) (LSGs selected thorough the Open Call) as well as Coordinator⁷ on following topics: defining the institutional and financial framework for development of new/improvement of existing LAPs Roma inclusion, defining work-plan, plan for consulting the public and presentation of Questionnaire for Situation Analysis in Roma inclusion with gender perspective⁸;
- one-day workshop on development of new/improvement of existing LAPs Roma inclusion 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 each selected LSGs relaying on findings from the Questionnaire;
- two two-day thematic workshops following thematic areas: (i) development of new/improvement of existing LAPs 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 each of four (4) selected LSGs, 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, conducted surveys, reports and analyses prepared by the members of specific working groups in setting/reviewing/updating the priorities, specific objectives and indicators corresponding to each selected LSGs ;
- one-day training for local LAP team and/or members of special topic working groups in harmonizing the current local strategies/LAPs with newly developed local framework for Roma inclusion, obtaining clarifications and confirming deadlines for LAPs adoption by local bodies, municipal assembly or municipal council;

¹ <http://www.parlament.gov.rs/upload/archive/files/lat/pdf/zakoni/2018/2386-17%20lat.pdf>

² 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

³ During the ToT events for LSGs selected thorough the Open Call in the second year of Programme implementation, training material and deliverables should be improved/updated in line with gained experience

⁴ "Official Gazette of the Republic of Serbia" No. 21/16

⁵ "Official Gazette of the Republic of Serbia" No. 30/18

⁶ MCT participants will be the representatives of LSG (political leadership and various departments of local administration), local institutions (education, healthcare, social services, culture, employment, etc.), local public enterprises and local (possibly regional) CSOs dealing with Roma inclusion for 10 LSGs receiving comprehensive support;

⁷ Municipal employee, responsible for the action planning process;

⁸ 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 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;

The ToT training should have methodological guidelines for LAP development/improvement⁹:

1. Coordination (1.1 Pre-Training Planning);
2. Needs Assessment (2.1 Assessing Needs, 2.2 Adult Learners);
3. Design (3.1 Course Design Process, 3.2 Learning Outcomes);
4. Development (4.1 Developing Material, 4.2 Developing Presentations);
5. Delivery (5.1 Training Methods; 5.2 Effective Communication Skills);
6. Evaluation (6.1 Forms of Evaluation; 6.2 Process Evaluation) and provide working templates to be delivered to LSGs during their LAP development/improvement aiming at standardization process.

The **selection criteria** for LSGs to be identified through Open Call for the LAP technical assistance are to be developed relaying on finding from Initial Analyses developed by SCTM through the Programme and on filed consultations with local stakeholders.

During the **Manual** development expert should have regular consultations with SCTM Expert Teams and SCTM. Programme Coordinator for the Component 1 in close coordination and communication with experts for Roma inclusion, will provide additional support to Key Expert in Manual development for highlighting the Manual Roma perspective The Manual should be fully harmonized with the rules for the preparation and implementation of planning documents as prescribed by the Law on the Planning System of the RS, which regulates the management of the system of public policies, types and contents of the planning documents, mutual compliance of planning documents, procedure for determining and implementing public policies and reporting obligations on the implementation of planning documents.

Key expert should focus on Law articles regulating the development of the Programme (article 14) and Local action plan (article 18) with the general focus on:

- general Programme and LAP procedures and practice;
- general budgetary procedures and practice;
- key formal and informal actors;
- procedures and practice of Programme and LAP development and budgeting relevant mainstream and Roma targeted policies;
- funding, legal, procedural, and institutional gaps hampering Roma responsible budgeting;
- procedural, practical and institutional advancements necessary to allow for Roma responsible budgeting;
- practical steps for introducing the abovementioned advancements in practice.

The document will include steps for LAP *development/ improvement* explaining necessary pre-conditions for the successful document preparation, identifying possible bottleneck and ways of overcoming it. The suggestions and recommendations in the Manual will be taken from LAP Coordinators involved in the process in the first year of Programme implementation. The manual will cover both qualitative and quantitative aspect of LAP and budget preparation, as well as its adoption, spending and control. The manual will also include economy-specific suggestions.

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 (all relevant material should be deliver to SCTM at least 5 working days before relevant event/field visit):

1. Step by step tailored Training module for SCTM Programme Expert Teams prepared;
2. Initial meeting and ToT trainings delivered (including Questionnaire based on PESTLE);
3. Four Expert Teams meetings organized;
4. Manual for preparation of LAPs for Roma inclusion with Responsible Budgeting (Manual) document prepared;
5. Selection criteria for LSGs to be identified through Open Call for the LAP technical assistance developed;
6. Manual presented at SCTM Network for Roma Inclusion.

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 7 years of relevant experience; ▪ Experience and expertise in participatory development of strategic documents, policy documents, local action plans (preferably in Roma integration); ▪ Experience in public budgeting; ▪ Experience in preparing manuals (preferably in relation to vulnerable groups');

⁹ All material must be harmonized with the rules for the preparation and implementation of planning documents as prescribed by the Law on the Planning System of the RS

	<ul style="list-style-type: none"> ▪ Experience in preparing trainings and training materials 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; Knowledge of Romanes is an advantage.
Other:	Familiar with MS Office applications. Driving license obligatory

Expert will provide the following deliverables	
1.	Step by step tailored Training modules package including handouts, working templates and power point presentation to be submitted to SCTM before each training/workshop for final approval
2.	Short report on Expert Teams meetings
3.	Selection criteria for LSGs to be identified through Open Call for the LAP technical assistance
4.	Manual for preparation of LAPs for Roma inclusion
5.	Final report of activities undertaken and Time sheet to be submitted to the SCTM