**Vacancy Announcement**

Senior non-key expert (SNKE) for Deinstitutionalization is expected to support and analyze the process of

deinstitutionalization and its best practices, as well as to provide support to 5 selected institutions for the implementation of the deinstitutionalization process - through support in the development of the General Transformation Plan, the institution transformation plan, strengthening the capacity of employees to efficiently implement the deinstitutionalization process, assessment and development of individual plans for beneficiaries and preparing beneficiaries for deinstitutionalization. The Expert will be also responsible, as a member of the team, to provide support in strengthening the capacities of other institutions not directly involved in the Project, as well as in creating a national campaign for promotion of the deinstitutionalization process. The tasks are all required by EU funded project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0065).

1. **Project background**

The project **“Improving and strengthening efficiency of national social protection regulatory mechanisms, policy implementation tools, quality assurance framework and strengthening capacities to participate in ESF**” is funded by the European Union under IPA II for the year 2020. The project is managed by the Ministry of Finance, Department for Contracting and Financing of EU funded Programme. The main project beneficiaries are the Ministry of Labour, Employment, Veteran and Social Affairs and National Employment Service.

The **overall objective** of the project is **to improve effectiveness of social inclusion policies to foster equal opportunities and active participation of women and men from the most vulnerable and marginalised groups.**

The **specific objective** is to **modernise social protection system to enhance non-institutional care and timely access to quality and sustainable, community-based social services for the most disadvantaged women and men, boys and girls.**

**The expected outputs to be achieved are:**

* **Output 1:** Capacity of the Ministry and Province Secretariat responsible for social protection as well as the Republic and Province Institute for Social Protection for evidence-based policy making strengthened, with the specific focus on gender responsiveness, implementation, monitoring, and evaluation of the social protection policy with the emphasis on CBSSs.
* **Output 2:** Active inclusion programmes and policies, focusing on FSA beneficiaries, developed and improved, based on EU standards and good EU practices and in line with EU Pillar of Social Rights.
* **Output 3:** Strengthening capacities of social protection system for the deinstitutionalization process.
* **Output 4:** Improving quality of social services supporting independent living in the community and strengthening capacities of social services providers.
* **Output 5:** Preparation for participation in the European Social Fund+.

1. **Objectives of assignment**

The SNKE will provide support to Output 3 **“Strengthening capacities of social protection system for the deinstitutionalization process”** within which, the following outputs are to be achieved**:**

Output 3.1: Strengthening capacities of relevant stakeholders for the deinstitutionalization process.

Output 3.2: Developing the model of General Transformation Plan and promote deinstitutionalization process.

Output 3.3: Prepare transformation plans of the residential institutions and support deinstitutionalization of beneficiaries, in line with transformation plans.

The SNKE expert will provide support to the following project activities (with reference to the project Terms of Reference):

**Activity 3.1.1 2 peer-reviews on the challenges of deinstitutionalization and CBSS development in Serbia and EPRS relevant principles, organized.**

**Activity 3.1.2 Capacity building programme, consisting of at least 8 trainings, to boost local capacities for setting up housing support services for persons with disabilities and foster care for adults as an alternative to residential care, prepared and realized.**

**Activity 3.2.1 The General Transformation Plan of institutions, in cooperation with the Ministry, in line with the proposal Strategy for Deinstitutionalization and CBSS development 2021-2026 based on the Transformation Plans developed for 5 residential institutions, prepared.**

**Activity 3.2.2 Minimum 10 educational activities related to the drafting of Transformation Plans (2 per each selected institution) and a minimum of 5 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, as well as regaining of legal capacity and regulation of the beneficiaries’ legal status, organized.**

**Activity 3.2.3 National and local campaigns aiming to increase social awareness on deinstitutionalization, conducted.**

**Activity 3.2.4 At least 4 trainings for the implementation of the General Transformation Plan for other residential institutions which have not been included in this Project, organized.**

**Activity 3.3.1 Expert support to selected institutions for drafting the Transformation Plans and in preparation of selected beneficiaries for deinstitutionalization provided in close cooperation with selected residential institutions and LSGs.**

**Activity 3.3.2 Transformation Plans for 5 selected residential institutions developed and piloted and expert support provided to selected residential institutions and CSWs in restoring legal capacity to selected beneficiaries.**

**Activity 3.3.3 Support for MoLEVSA and SCTM to implement the Activity 4.2. of the Annual Action Programme for the Republic of Serbia for the year 2020 – Part I, i.e. selecting LSG which will be supported through SCTM grant scheme for deinstitutionalization (through one determined part on deinstitutionalization).**

**Activity 3.3.4 At least 2 workshops for residential institutions, LSGs, CBSS service providers, health workers, etc. organized to identify challenges and good practices in implementing transformation plans and non-institutional community care, organized.**

**Specific tasks:**

The SNKE will support the project team in:

* Organization, preparation of content and moderation of 2 peer-reviews on the challenges of deinstitutionalization process and CBSS development in Serbia and EPRS relevant principles.
* Conducting the analysis of the deinstitutionalization process and development of community-based social services (CBSS), including highlighting the existing challenges in both areas.
* Provision of an overview of the examples of good practices in the processes of deinstitutionalization and development of CBSS.
* Supporting selected institutions in drafting the Transformation Plans and preparation of selected beneficiaries for deinstitutionalization, in close cooperation with residential institutions and LSGs.
* Supporting selected residential institutions and CSWs in the process of restoring legal capacity of selected beneficiaries.
* Development of training programs and implementation of a minimum of 2 workshops for representatives of residential institutions and LSGs, CBSS service providers, health workers, etc. organized to identify challenges and examples of good practice in the field.
* Design and delivery of 10 trainings, with 2 modules: 1) Strengthening capacities of local institutions for the establishment of supported housing services, and 2) Family accommodation for adults as an alternative to residential accommodation; preparation of training agendas, materials, and content with practical exercises.
* Development of transformation plans and data collection for the development of The General Transformation Plan of institutions, based on the transformation plans developed for 5 selected residential institutions.
* Design and delivery of a minimum of 11 educational activities related to the drafting of Transformation Plans.
* Design and delivery of 5 trainings for determining the level of support for users (one per each institution).
* Design and delivery of 5 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, as well as legal capacity and regulation of beneficiaries’ legal status.
* Design and delivery of at least 4 training for the implementation of the General Transformation Plan for representatives of residential institutions not directly involved in this Project.
* Design and delivery of at least 5 inter-municipal trainings throughout Serbia for social service providers, representatives of LSGs and CSWs, etc. on newly proposed CBSS services and standards.
* Design and implementation of national and local campaigns aimed at increasing social awareness on the topics of deinstitutionalization.

Expected output/deliverable**:**

Under the supervision of the project Team Leader, the expert is expected to contribute for producing the following outputs/deliverables:

* Developed agenda and materials for peer-reviews on the challenges of deinstitutionalization and CBSS development in Serbia and EPRS relevant principles.
* Results of the analysis of the processes of deinstitutionalization and development of CBSS, including identified examples of good practice.
* Elaborated General Transformation Plan for institutions, in close cooperation with MoLEVSA and in line with the Strategy for Deinstitutionalization and CBSS development for the period 2021-2026.
* Five elaborated individual transformation plans for selected institutions, complementary to the General Transformation Plan.
* Report on activities conducted to support selected residential institutions and CSWs in the process of developing personal plans and restoring legal capacity of selected beneficiaries.
* Developed curriculum, agenda and materials for workshops targeting representatives of residential institutions and LSGs, CBSS providers, health workers, to identify challenges and examples of good practices.
* Report on implementation of at least 2 workshops for representatives of residential institutions and LSGs, CBSS providers, and health workers.
* Developed agenda and training materials, including practical exercises for training with 2 modules: 1) Strengthening capacities of local institutions for the establishment of supported housing services, and 2) Family accommodation for adults as an alternative to residential accommodation.
* Report on implementation of 10 training sessions with 2 modules.
* Developed curriculum, agenda and materials for educational activities related to the drafting of Transformation Plan.
* Report on implementation of a minimum of 11 educational activities related to the drafting of Transformation Plan – 2 per each selected institution and one additional peer-exchange workshop.
* Developed agenda and materials for trainings aiming at determining the level of support for users.
* Report on the implementation of 5 trainings aiming at determining the level of support for users.
* Developed curriculum, agenda and materials for educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, legal capacity and regulation of the beneficiaries’ legal status.
* Report on implementation of 5 educational activities focusing on personal planning for beneficiaries, concepts of deinstitutionalization and normalization, legal capacity and regulation of the beneficiaries’ legal status.
* Developed agenda and materials for trainings aiming at supporting the implementation of the General Transformation Plans.
* Report on implementation of at least 4 trainings aiming at supporting the implementation of the General Transformation Plans, targeting representatives of residential institutions not directly involved in the Project, representatives of CSWs and LSGs.
* Developed agenda and materials for inter-municipal trainings on newly proposed CBSS services and standards.
* Report on implementation of 5 inter-municipal trainings on newly proposed CBSS services and standards throughout Serbia, directed towards social service providers and representatives of CSWs and LSGs.
* Created materials and review of activities undertaken in regards to implementation of national and local campaigns aiming to increase social awareness on deinstitutionalization.

1. **Expert profile**

Qualifications and skills:

* University-level degree in social work, political science, social sciences; PhD or Master’s Degree in the relevant area will be considered an asset.
* Fluency in English written and spoken.
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* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet).
* Excellent communication, representation and reporting skills.
* Analytical experience and skills.
* Ability to work in a team.

General professional experience:

* Minimum 7, preferably 10 years of post-graduate professional experience in social work, social policy, or social protection system.
* At least 7 years of experience in direct work with users of social protection services in centres for social work, and/or service provider in the community and/or in residential institution for people with intellectual and mental disabilities.

Specific professional experience:

* At least 1 project or 5 years of professional experience in the deinstitutionalization process and development of the community based social services.
* Participation in the drafting of at least 2 public policy documents at the national level related to the processes of deinstitutionalization, development of services in the community and protection of persons with disabilities.
* Experience in creating and implementing at least 50 trainings in the field of social protection, out of which at least 20 are accredited under the respected institution.
* Proven knowledge/participation in research, studies related to mapping the needs of persons with disabilities and their families, persons deprived of legal abilities, elderly, and assessing access to human rights for these vulnerable groups.
* Proven experience in writing papers or analysis of the application of regulations which deal with persons with disabilities and their families, persons deprived of legal capacity, elderly persons, and access to human rights for these vulnerable groups.

1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **December 2023 – May 2026,** including, up to 125 working days. The number of days is subject to extension as needed.

In case of activity requiring travel and/or stay outside Belgrade, costs of travel, accommodations and meals will be covered by the project.

1. **Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team Leader. The report will be attached to the expert’s draft timesheet.

1. **Application**

Application letter and EU format CV, both in English, must be submitted by e-mail to [okv@niras.com](mailto:okv@niras.com) and [msc@niras.com](mailto:msc@niras.com) no **later than 19.12.2023** titled: “Application for the position – SNKE for Deinstitutionalization”.

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

* All applications will be considered strictly confidential.
* Advertised posts are not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.