**Vacancy Announcement**

Junior non-key expert (JNKE) for Financial Aspects of Deinstitutionalization Process and Development of Community-based Social Services (CBSS) is expected to provide professional support in estimation of the financial cost of deinstitutionalization and suggest measures for the improvement of the system of financing of social protection services, 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 JNKE will provide support to 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 3 **“Strengthening capacities of social protection system for the deinstitutionalisation process”** and Output 4 **“Improving quality of social services supporting independent living in the community and strengthening capacities of social services providers”** within which, the following outputs are to be achieved**:**

**Output 1.3:** Existing financial mechanisms of the MoLEVSA for supporting CBSS development improved and strengthened

**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

**Output 4.2** Improving capacities of relevant stakeholders to meet and implement newly proposed CBSS services and standards.

**Output 4.3** Support development of the Foster Care for Adults and Elderly Service, as well Respite Service for Adults and Elderly.

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

**Activity 1.3.1 Analysis and Evaluation of the Existing Financial Mechanisms funded through the MoLEVSA, conducted.**

**Activity 1.3.2 Feasibility Study for establishing a long-term care system, developed.**

**Activity 1.3.3 Proposal of the List of services to be provided within long-term care, developed.**

**Activity 1.3.4 Next Steps Program with different options and recommendations for improvement of CBSS financial mechanisms of MoLEVSA, prepared.**

**Activity 1.3.5 Ex-ante Analysis of the Regulation on Earmarked Transfers finished and expert assistance provided to MoLEVSA for preparation of the new draft Regulation.**

**Activity 1.3.6 National conference on the improvement of the MoLEVSA financial mechanisms for supporting CBSS development, organized.**

**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 3.3.1 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 4.3.1 The Analysis of the Implementation Practices and Costing Scheme of the Foster Care for Adults and Elderly Service, including suggested standards of the service, prepared.**

**Activity 4.3.2 The Analysis of the Implementation Practices and Costing Scheme of the Foster Care for Adults and Elderly Service, presented.**

**Specific tasks:**

The JNKE will support the project team and specifically the Senior non-key expert (SNKE) for Deinstitutionalization in:

* Analysis and evaluation of existing financial mechanisms funded through the MoLEVSA.
* Feasibility Study for establishing a long-term care system.
* Drafting proposal of the List of services to be provided within long-term care.
* Defining the next steps of the program with different options and recommendations for improvement of CBSS financial mechanisms of MoLEVSA.
* Analyzing regulation on Earmarked Transfers and expert assistance to MoLEVSA for preparation of the new draft Regulation.
* Organization and implementation, with other team members, National conference on the improvement of the MoLEVSA financial mechanisms for supporting CBSS.
* Estimating financial costs of General transformation plan.
* Analyzing the implementation practices and costing scheme of supported housing service.
* Provide support to SNKE in proposing a cost calculation scheme (service prices) for supported housing service.
* Provide support to SNKE in analyzing the implementation practices and costing scheme of the foster care for adults and elderly service, including suggested standards of the service.
* Drafting the cost calculation scheme (service prices) for the foster care for adults.
* Presentation of the analysis of the implementation practices and costing scheme of the foster care for adults and elderly service.
* Development of the Analysis for Improving CBSS Standards.
* Drafting operational procedures and other relevant legal documents for the introduction of new services and standards.
* Organization and implementation 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.
* Creating relevant information-package materials for dissemination of knowledge on newly proposed CBSS services and standards.
* Conducting the analysis of the Implementation Practices and Costing Scheme of the Foster Care for Adults and Elderly Service;
* Organization and implementation of 3 workshops for the interested new providers of the Foster Care for Adults and Elderly Service.

**Expected output/deliverable:**

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

* Analysis and Evaluation of the Existing Financial Mechanisms funded through the MoLEVSA.
* Draft Feasibility Study for establishing a long-term care system.
* Draft proposal of the List of services to be provided within long-term care.
* Draft Next Steps Program with different options and recommendations for improvement of CBSS financial mechanisms of MoLEVSA.
* Draft Ex ante Analysis of the Regulation on Earmarked Transfers.
* Assessment of financial costs of General transformation plan.
* Analysis of the Implementation Practices and Costing Scheme of supported housing service.
* Draft cost calculation scheme (service prices) for supported housing service.
* Analysis of the Implementation Practices and Costing Scheme of the Foster Care for Adults and Elderly Service, including suggested standards of the service.
* Draft of a cost calculation scheme (service prices) for the Foster Care for Adults.
* Analysis for Improving CBSS Standards, in line with the needs and the Voluntary European Quality Framework for Social Services.
* Report on implementation 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.
* Developed relevant information package materials for dissemination of knowledge on newly proposed CBSS services and standards.
* Report on preparation and implementation of at least 3 workshops for the interested new providers of the Foster Care for Adults and Elderly Service.

1. **Expert profile**

Qualifications and skills:

* University-level degree in in economics, social science, political science or similar fields; Master’s Degree in the relevant area will be considered an asset.
* Fluency in English written and spoken.
* Fluency in Serbian written and spoken will be considered an asset.
* Advanced data analysis skills (Power BI, SQL, Power Query, DAX, Python).
* Excellent communication, representation and reporting skills.
* Market research skills.
* Ability to work in a team.

General professional experience

* Minimum 5 years of professional experience in finance/procurement department.
* At least 2 years of professional experience in project implementation.

Specific professional experience

* Experience in at least 1 EU-funded project.
* Experience in drafting costs for community-based social services (CBSS).
* Experience in financial cost estimations for CBSS.
* Minimum 1 project or 5 years of professional experience in the development of the community-based social services.
* Minimum 1 project or 5 years of professional experience in the process and development of the methodology for estimation of costs for community-based social service.

1. **Location and timing**

The assignment shall be implemented mainly in Belgrade, in the period from **December 2023 – May 2026,** including, up to 140 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 – JNKE for Financial Aspects of Deinstitutionalization Process and Development of CBSS”.

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.