

TERMS OF REFERENCE AND SCOPE OF SERVICES

Macedonian Social Insurance Administration Project (SIAP)

Pension Administration Specialist

I. OVERVIEW

The Government of the Republic of North Macedonia has received a Loan from the International Bank for Reconstruction and Development, for implementing the Macedonia Social Insurance Administration Project (SIAP).

The SIAP project activities will address specific functional and technical areas within the administration of social insurance. The project will support the Government's efforts to continue the process of improving the quality of services delivered by the social insurance administration. The SIAP project will make investments in:

- a) developing a central single unified registry of socially insured individuals (SURS)
- b) improving the Pension and Invalidation Fund's (PIOM) capacity and business processes
- c) establishing a Central Disability Certification Coordination Unit (CDCCU)
- d) revising the list of hazardous occupations eligible for early retirement with extended service period (ESP), and
- e) supporting implementation of the legal and institutional framework for employment and professional rehabilitation of persons with disabilities

II. OBJECTIVE OF THE ASSIGNMENT

Overall responsibility: The Pension Specialist is responsible for supporting and leading all activities related to the establishment of SURS and the modernization of PDIF, as well as supporting the implementation of other SIAP activities.

III. SPECIFIC TASKS

- Provide critical inputs and support to the Consultants that shall be engaged for Assessment of pension and disability insurance issues, PIOM's capacity and business processes;
- Review and continuously follow legal, regulatory and administrative procedures and their changes that have certain impact of the social insurance system and recommend necessary comments and responses;
- Assessment and analysis of the processes and ways of social insurance in the Republic of North Macedonia, determining the advantages and weaknesses;
- Provide critical inputs and support to the Consultants that shall be engaged for Analysis of processes and ways of social insurance in other countries;
- Ensure communication and coordination with social insurance and tax agencies (UJP, PIOM, FZO, AVRМ, MAPAS, and the MLSP) on overall social insurance issues, including preparation of related analyses and reports;
- Pension system analysis:
 - analyzing of data regarding the two pillar pension system;
 - Analyzing the effects of the proposed changes in the laws related with pension issues;
 - Economic and financial analysis and projections;
 - Examination of Pension and Disability Insurance Fund budget;

- Coordinate and lead the work of the consultants and companies that shall be engaged under the first component of the SURS project
- Other responsibilities required by the various actors of the programs;
- Other analysis required for the Ministry's work.

IV. QUALIFICATION REQUIREMENTS:

- University level degree in economy, law or similar. MA or PhD is an asset;
- Minimum 10 years of experience in analysis, projections and research in the area of social insurance;
- Knowledge of laws related to social insurance system and institutional structure of public administration in the Republic of North Macedonia;
- Knowledge of the structure and organization of social insurance system in the Republic of North Macedonia;
- Experience in the public financial management issues, preferably in the area of social contribution and expenditure relate with contributions ;
- Experience in working with international organizations shall be considered as an advantage;
- Experience in work with Pension and Disability Insurance Fund of North Macedonia (PIOM) and relate institutions in area of social insurance, is an asset;
- Excellent analytical skills;
- Excellent verbal and writing communication skills in Macedonian and English.

V. REPORTING OBLIGATIONS

The Consultant shall regularly debrief the Project Manager and Project Coordinator on the progress in respect to the contract obligations performed.

VI. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT

The Consultant will be provided with suitable office space, appropriate equipment such as PC and printer.

VII. DURATION OF ASSIGNMENT

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in Macedonia.

The contract for this assignment will be until April 30, 2023, subject to satisfactory performance during 6 months probation period. In addition a downstream work might be needed, subject to Client's business needs under the project and subject to consultant's satisfactory performance.

VIII. SELECTION METHOD AND CONTRACT

Selection method and contract: The selection method is Selection of Individual Consultants and the contract shall be Time based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issues in July 2016, revised November 2017 and August 2018, www.worldbank.org.