

## **Social Services Improvement Project (SSIP)**

### **Junior Assistant Coordinator for Social Services Development**

#### **I. OVERVIEW**

The Government of the Republic of North Macedonia (GOM) and the International Bank for Reconstruction and Development signed a loan for implementing the Macedonia Social Services Improvement Project (SSIP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups.

The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services.

The project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by strengthening the overall social protection delivery system and access to services by existing social assistance recipients and other vulnerable groups. Also the Project shall help alleviating poverty and enhancing human capital by investing in quality early learning for preschool children and their families and by supporting the transition into primary education.

#### **II. OBJECTIVE OF THE ASSIGNMENT**

Assisting the Assistant Coordinator and the Coordinator for Social Services Development in Provision of critical inputs for setting up a comprehensive system of social services.

#### **III. SPECIFIC TASKS**

The Consultant shall be is responsible for Assisting the Assistant Coordinator and the Coordinator for Social Services Development in:

- Providing technical support to the Ministry of Labor and social policy for social services policy development and implementation and for setting up a comprehensive system of social services;
- Coordinating all the project activities related to the development of the social services;
- Coordination of the work of the consultants hired under the Project in respect to the social services development;
- Conducting regular monitoring of the activities undertaken under the SSIP Component for social services development on the basis of agreed monitoring indicators;
- Organize meetings, workshops to be implemented under the Component for social services development;

- Prepare Terms of reference and other project related documents and reports;
- Work closely with the SSIP Grant Administration Coordinator in managing the administration of social services grant sub projects and ensuring that they are implemented in line with the Project Operational Manual and Grant operational Manual;
- Organization and conducting public consultations related to the social services grant sub projects implementation;
- Organization and conduction Social audit meetings (inviting interested for the social audit meetings, producing information and posting on social services notice boards and generating beneficiary feedback) for direct project beneficiaries to achieve transparency, disclosure and beneficiary oversight for supported subprojects;
- Assisting the potential applicants for preparation of Grant proposals for development of social services;
- Work closely with grant end-users and develop quality control measures;
- Any other activities related to the implementation of the SSIP project.

#### **IV. REPORTING OBLIGATIONS**

The consultant shall regularly debrief the Project Director, the Project Manager and the Coordinator for Social Services Development on the progress in respect to the contract obligations performed.

#### **V. 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), as well as available reports and other relevant data and documents.

Selection method and contract: The selection method is Selection of Individual Consultant 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) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org).

#### **VI. EXPERIENCE AND QUALIFICATIONS OF CONSULTANT**

The Consultant should have the following minimum experience and qualifications:

- University Degree in Social Work and Social Policy;
- At least 1 year of experience in the area of social protection or social services development;
- Up to date knowledge of the state of the social protection system and the ongoing and proposed reforms will be considered as an advantage;
- Excellent verbal and writing communication skills in Macedonian and English.

## **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 June 30, 2024, subject to satisfactory performance during 6 months probation period.