

**TERMS OF REFERENCE FOR  
INTERNATIONAL TECHNICAL ASSISTANCE  
FOR DESIGN OF THE NATIONAL REGISTRY  
OF PERSONS WITH DISABILITIES**

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## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **International technical assistance for design of the National Registry of persons with disabilities**

#### **I. Consultancy Services Required**

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 Ministry of Labor and Social Policy (MLSP) is seeking the services of International Consultant for design of the National Registry of persons with disabilities under the second subcomponent of the Component 2: Strengthening the regulatory framework for persons with disabilities and for hazardous occupations.

#### **II. Background**

The SIAP development objective is to improve the quality of services in administering social insurance and strengthen the regulatory framework for people with disabilities and hazardous occupations. The Social Insurance Administration Project will support the Government of North Macedonia (GoNM) to address challenges that affect the functioning of the social insurance system and social protection of persons with disabilities.

The project will support the establishment of the Central Registry of Socially Insured Individuals (SURS) and the modernization of the pension administration, will contribute to the establishment of the Central Disability Certification Coordination Unit (CDCCU), reforming the system of employment of persons with disabilities and will assist in the establishment of the National Registry of Persons with Disabilities.

The overall SIAP project will be organized into two main components, with a third component related to project management.

- Component 1. Improving the quality of the social insurance administration services
- Component 2. Strengthen the regulatory framework for people with disabilities and for hazardous occupations
- Component 3. Project Management

#### **III. Specific Background Information**

The Law on National Database of Persons with Disabilities (LNDPD) regulates the establishment and functioning of the national database of PwDs, data processing in the database, use of data in the database, data security and supervision over the operation of the base. There are provisions in the LNDPD in defining what disability means and in relation to collecting data on the individual PwD, which includes information on their disability status and the specific rights they are entitled to with the national legislation in all area of life. However, the LNDPD was enacted, but its implementation has not been started yet.

At the moment, none of the disability assessment systems is linked to any others, so the levels of overlap cannot be assessed. Moreover, some systems rely on registries that are still paper-based or require significant improvements because they include incomplete information. The inexistence of a disability registry constrains effective coordination between the agencies and excludes many persons with disabilities from being served by the system and benefiting from it.

Creating a single registry of persons with disabilities would solve the dearth of information, would improve the processes and coordination across different systems and would significantly reduce the paper-work.

## **IV.Objectives of Assignment and Scope of Work**

The scope of this consultancy includes preparation of documents for design of the National Registry of persons with disabilities, which would be connected to other relevant datasets. This kind of registers can be described as special statistical and epidemiological devices for individually or lifelong monitoring of persons with certain health impairments. The register should include unique information that is continuously collected in a relevant and systematic way from various sources and over a longer period.

Design of the National Registry of persons with disabilities should prescribe the manner of collecting data for persons with disabilities such as personal details, disability details (the cause, type, degree and severity of health damage etc), processing and use of data and protection of data for persons with disabilities.

The existence of these data is crucial, both for future scientific research in this area and for the creation of active measures to improve the position and rights of persons with disabilities. Data collected in this register would be confidential and their use would be regulated by the positive legal regulations of the Republic of North Macedonia.

The Consultant's main tasks shall include (but not be limited to):

- Preparation of report with examples of registers for persons with disabilities from two countries in the region and other 3 countries with successfully established registers for persons with disabilities
- Analysis of the deliverable 2 - Summary overview of existing system for assessment and determination of disability, of the Company who is contracted for delivering services in preparation of documents for establishing a Central Disability Certification Coordination Unit in order to detect institutions from which information should be collected for the register
- Working on the design of National Registry of persons with disabilities- specifying details of the register, prescribe the manner of collecting data for persons with disabilities such as personal details, disability details (the cause, type, degree and severity of health damage etc), institutional responsibilities for data input and update, access and data use protocols, institutional responsibility for hosting and maintaining the Registry, processing and use of data and protection of data for persons with disabilities based on deliverable 5 (CDCCU design) of the Company who is contracted for delivering services in preparation of documents for establishing a Central Disability Certification Coordination Unit and prepare technical

specification for procurement of needed hardware and software for CDCCU including National Registry of persons with disabilities, and design of other needed business processes

The Consultant shall work closely with representatives of the Ministry of Labor and Social Policy, Ministry of Health, e-Health Directorate (Moj termin), Pension and Disability Fund, Centers of Social Work and other relevant commissions and institutions.

The Consultant shall work closely with selected company delivering services in preparation of documents for establishing a Central Disability Certification Coordination Unit.

#### Deliverables

The Consultant shall submit the following key deliverables. The Consultant may also propose additional deliverables based on the Consultant's proposed approach and methodology.

- 1) **Work Plan:** Describes Consultant's approach to assignment; affirmation of project timeline, activities and outputs; identified risks and mitigation strategies
- 2) **Report** with examples of registers for persons with disabilities (with all functionalities and institutional setup) from two countries in the region and other 3 countries with successfully established and functional registers for persons with disabilities
- 3) **Design of National Registry of persons with disabilities** - specifying details of the register, prescribe the manner of collecting data, disability details, processing, use of data and protection of data for persons with disabilities, and design of other needed business processes

The above Deliverables should be sufficiently detailed for use by the Client and by a Consultancy Company who is contracted for delivering services in preparation of documents for establishing a Central Disability Certification Coordination Unit and prepare technical specification for procurement of needed hardware and software for CDCCU including National Registry of persons with disabilities.

The Consultant is expected to hold meetings and workshops throughout the project when required and these should be determined within the proposed project work plan. These events should be used to gather and verify information, discuss existing problems and potential solutions, brief management and key staff in the participating institutions, and reach agreement on future solutions.

## V. Reporting Arrangements

The Consultant shall report on a regular basis to MLSP and PMU Team to ensure work undertaken is delivered according the time schedule and to the quality expected. All deliverables shall be available in Macedonian, as primary language of deliverables, and English as shall any Consultant presentations delivered at workshops or at meetings. All written reports should be discussed in full with the PMU Team/MLSP and other relevant institutions and this should be reflected within the final version of the report being written. The MLSP and other relevant institutions, shall give the final approval with regards to document proposed correction and adding's and final acceptance.

## VI. Qualification requirements

- Minimum Bachelor degree MA or PhD is an asset
- At least 10 years of proven experience in preparation and design of data registries including data hub, data collection and deployment from different sources
- Experience with design or development of PWD Registries in the world. Knowledge of and experience with disability system in North Macedonia is an advantage.
- Fluency in English

The credibility of mentioned experience and expertise shall be presented in a list of project references with description of services provided (including information on work position, entity/client, location/country, duration and main activities) and accompanied by certificates of orderly fulfillment of the contracts verified by other party from such contracts.

## VII. Evaluation Criteria

Evaluation criteria	Total points	Max. Points
	100	
Education	15	10-Bachelor degree 13- Master degree 15-Phd degree
Proven experience in preparation and design of data registries including data hub, data collection and deployment from different sources	45	20- Active participation in at least 2 projects or activities related to preparation and design of registries including data hub, data collection and deployment from different sources in the past 10 years 30-Active participation in 3-4 projects or activities related to preparation and design of registries including data hub, data collection and deployment from different sources in the past 10 years 45- Active participation in more than 4 projects or activities related to preparation and design of registries including data hub, data collection and deployment from different sources in the past 10 years
Experience with design or development of PWD Registries in the world. Knowledge of and experience with disability system in North Macedonia is an advantage.	35	0- don't have experience with design or development of PWD Registries in the world 25- Active participation in design or development of PWD Registries in the world 10- Knowledge of and experience with disability system in North Macedonia (This criteria shall be considered as fulfilled if the consultant has experience with design or

		development of PWD Registries in the world)
Fluency in English	5	

### **VIII.Duration of the assignment**

It is expected that this assignment will be undertaken over a period of minimum six (6) calendar months. The planned period for starting the assignment is first quarter of 2022. The Consultant shall start working after receiving notification from the Client.

### **IX.Selection Method and Contract**

The selection method is Individual Consultant Selection and the contract shall be Lump Sum 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 and August 2018, [www.worldbank.org](http://www.worldbank.org).