

TERMS OF REFERENCE AND SCOPE OF SERVICES

Social Services Improvement Project (SSIP)

Legal Advisor in the Unit for Analysis, Evaluation and Monitoring

I. BACKGROUND

The Government of the Republic of Macedonia has received Loan from the International Bank for Reconstruction and Development, 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.

By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

II. SPECIFIC BACKGROUND

Within the Ministry of labor and social policy and under the Department for strategic planning, a Unit for analysis, evaluation and monitoring of the MLSP's policies and programs has been established. This unit has specific purpose of supporting the Ministry in taking important decisions by preparing analyses and statistics regarding the Ministry operations.

III. MAIN OBJECTIVE OF THE ASSIGNMENT

The purpose of this assignment is to strengthen the capacity of the Unit for analysis, evaluation and monitoring within the MLSP as a tool for creation of policies that will improve the social protection system in Macedonia. The Legal Advisor is expected to support the Minister/Ministry on a broad range of issues, including but not limited to

taking the day to day legal responsibilities and providing legal advice that includes all the aspects of the analysis, investigation and drafting process. The Consultant shall provide advice on different legal issues and assist in drafting legal law, by laws, opinions, memoranda and other legal documents related to the implementation of the SSIP Project, i.e related to the social services development and early childhood education and care activities implementation.

IV. SPECIFIC TASKS

The Legal Advisor in the Unit for analysis, evaluation and monitoring should perform the following activities:

1. Conduct legal analysis and research on various legal matters;
2. Provide advice on different legal issues and assist in drafting legal law, by laws, opinions, memoranda and other legal documents;
3. Provide advice on different legal issues and assist in drafting legal law, by laws, opinions, memoranda and other legal documents related to the implementation of the SSIP Project, i.e related to the social services development and early childhood education and care activities implementation.
4. Assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis;
5. Draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses;
6. Other legal tasks required for the Ministry's work.

V. REPORTING OBLIGATIONS

The Consultant shall regularly debrief the Minister for labour and social policy, to the Head of Sector for Strategic planning, SSIP Project Director and SSIP Project Manager, 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.

Selection method and contract: The selection method is Individual Consultant Selection 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.

VII. EXPERIENCE AND QUALIFICATIONS

- University degree in law, master degree will be considered as an advantage;
- At least 3 years experience of in a similar field;
- Knowledge of the Macedonian public sector and up to date knowledge of the state of the social protection, education and labour market systems will be considered as an advantage;
- Excellent oral and writing skills in English and Macedonian.

VIII. 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.