



This project is funded by the European union

FSU u BiH
ФСУ у БиХ



ZSU u BiH
SIF in BiH

Fondacija za socijalno uključivanje u Bosni i Hercegovini
Фондација за социјално укључивање у Босни и Херцеговини
Zaklada za socijalno uključivanje u Bosni i Hercegovini
Social Inclusion Foundation in Bosnia and Herzegovina



TERMS OF REFERENCE

- A. Position:** Statistic and Human Development Senior Expert
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** “Build up for Social Inclusion Advocacy Platform in Bosnia and Herzegovina”#BuildUp4SIAPinBiH
- D. Duration of project:** 01 November 2018 – 30 June 2021
- E. Duration of agreement:** 01 January 2019 – 30 September 2019 (19 expert days)
- F. Initiative for Better and Humane Inclusion (IBHI)**

G: Background

The Social Inclusion Foundation in Bosnia and Herzegovina (SiF in BiH) and co-applicant Initiative for Better and Humane Inclusion (IBHI) with the support of the European Union implements the project entitled “Build up for Social Inclusion Advocacy Platform in BiH”#BuildUp4SIAPinBiH. The Overall Objective of the “Build up for Social Inclusion Advocacy Platform in BiH”#BuildUp4SIAPinBiH Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA”. KOMA is a cross-sector network gathering 103 member organisations and private entities promoting and advocating for rights and social inclusion of the marginalized group in the society.

Strengthening CSOs networking for human rights advocacy is an important step in the process of capacity-building of CSOs and, ultimately, in changing relevant social public policies through advocacy. Due to deficiencies in the existing legal and regulatory framework in social welfare, which is status-based and gives preferences to certain groups of population as an address to dealing with the consequences of war in 1992-1995, many vulnerable groups have limited access to resources and services within the social protection system in BiH.

Therefore, the SIF in BiH which also acts as the Secretariat of the KOMA, through the Action will endeavour to strengthen the role, capacity and visibility of the KOMA through the four main Project’s components:

- 1) Research and analyses of current needs and core documents development

- 2) Capacity building and deepening the networking of the cross-sector network Coalition of Marginalized Groups in BiH “KOMA”
- 3) Social inclusion advocacy activities
- 4) Communication and visibility activities

a) The Project component 1 will deliver two social policy papers and one exhaustive study. The first social paper will analyse the current situation as to the social inclusion in BiH and will serve as a situation analysis of the current needs and previous achievements in the sector of social inclusion in BiH as well as provide an overview of related adopted legislation and ratified international standards as a ground for the preparation of the Social Inclusion Strategies at the Entities and Brčko District levels. Whereas the second social policy paper will serve as a practical guidebook on what is required to be done in order for an inclusive society to be created in BiH that would provide for further support in preparing the Social Inclusion Strategies at the Entities and Brčko District level. The third output will be preparation, development and publishing of the study “The Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District levels” with the aim of providing an expert opinion and basis for development of sensitive Social Inclusion Strategies.

b) The Project component 2 will work on capacity-building and deepening the networking of the cross-sector network of Coalition of Marginalized Groups in BiH – KOMA through a series of 5 consecutive specialized training sessions/workshops for KOMA CSOs members.

c) The Project component 3 is designed to deliver lobbying/advocacy meetings, roundtables and SWOT-PEST workshops with the aim of building broad patterns of high quality collaboration between different stakeholders dealing with social welfare reforms in BiH.

d) The Project component 4 concerns the communication (plan) and visibility of the Project’s activities with the strong accent on the outreach component of the project providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion as well as production and placement of communication material, promotion and event management and media placement.

H: OBJECTIVE OF THE “BUILDUP4SIAPINBIH” PROJECT

The Overall Objective of the “BuildUp4SIAPinBiH” Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA” which will be achieved through a) research

and analyses of current needs in the sector of social inclusion, b) capacity-building activities of the KOMA members, c) social inclusion advocacy activities with all relevant stakeholders and d) visibility and communication activities providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion.

I. SCOPE OF WORK

TASKS AND DELIVERABLES

1. Researches and analyses of current needs and core documents development

Terms of reference is designed to deliver the following outputs: 2 social policy papers.

All outputs will be related to the specific objective 1: *Develop a comprehensive and effective approach to enhancing participation of CSOs and CSOs networks representing marginalized groups in social public policy making and advocate for the social public policies preparation, formulation, initiation and drafting, particularly of the Social Inclusion Strategies at the Entities and Brčko District levels.*

The detailed activities to be implemented are as follows:

1.1 Preparation, development and publishing of the first social policy paper with a working title “Towards the European Union – Situation Analysis of Social Inclusion in Bosnia and Herzegovina” (8 expert days)

- The co-applicant, IBHI, will be in charge of preparing and developing the first social policy paper named “Towards the European Union – Situation Analysis of Social Inclusion in Bosnia and Herzegovina” in Bosnian/Serbian/Croatian and English languages.
- The document will serve as a situation analysis of the current needs and previous achievements in the sector of social inclusion in BiH as well as provide an overview of related adopted legislation and ratified international standards as a ground for the preparation of the Social Inclusion Strategies at the Entities and Brčko District levels.
- The final document will be published on the SIF in BiH, IBHI and KOMA web pages and available for use to the wider public to be put in use for public good.
- The document findings will be widely promoted through the mainstream media (TV and radio programs) and online (web and social media).

SPECIFIC TASKS AND DELIVERABLES

- Desk research and reviewing of documentation and literature in the area of social inclusion in BiH and internationally especially in EU member states of the relevance to the Situation Analysis of Social Inclusion in BiH
- Consultations and interviews with relevant stakeholders in the area of social inclusion (governmental and non-governmental sectors)
- Collecting, and reviewing relevant data using the NHDR Methodology, with due consideration to disaggregation on gender, age and vulnerable groups
- Based on the most updated available statistical data to calculate the Human Development Index and Social Exclusion Index for BiH
- Collecting and analyzing the data in the sector of social inclusion in BiH
- Analyzing the data collected according to the NHDR Methodology
- Preparing the first social policy paper with a working title “Towards the European Union – Situation Analysis of Social Inclusion in Bosnia and Herzegovina”
- Facilitating 3 round tables presenting the findings of the First social policy paper
- Closely cooperates and reports to the Social Inclusion Senior Expert – Team Leader

1.2 Preparation, development and publishing of the second social policy paper with a working title “Towards the European Union – Recommendations for Improving Social Inclusion in Bosnia and Herzegovina” (11 expert days)

- The co-applicant, IBHI, will be in charge of preparing and developing the second social policy paper named “Towards the European Union – Recommendations for Improving Social Inclusion in Bosnia and Herzegovina” in Bosnian/Serbian/Croatian and English languages.
- The document will serve as a practical guidebook on what is required to be done in order for an inclusive society to be created in BiH including the recommendations and conclusions from the previously held round tables that will further provide support in preparing the Social Inclusion Strategies at the Entities and Brčko District levels.
- The final document will be published on the SIF in BiH, IBHI and KOMA web pages and available for use to the wider public to be put in use for public good.
- The document findings will be widely promoted through the mainstream media (TV and radio programs) and online (web and social media)

SPECIFIC TASKS AND DELIVERABLES

- Desk research and reviewing of documentation and literature in the area of social inclusion in BiH
- Desk research of documentation in EU member states of the relevance for improving social inclusion strategies in BiH

- Consultations and interviews with relevant stakeholders in the area of social inclusion (governmental and non-governmental sectors)
- Collecting and analyzing the data in the sector of social inclusion in BiH
- Analyzing Social Exclusion Index in EU member states and comparing with BiH
- Preparing the second social policy paper with a working title “Towards the European Union Recommendations for Improving Social Inclusion in Bosnia and Herzegovina” from the perspective of the Chapter 19 “Social Policy and Employment” of the EU Acquis Communautaire
- Closely cooperates and reports to the Social Inclusion Senior Expert – Team Leader

Expected Outputs/ Deliverables

- First social policy paper with a working title “Towards the European Union – Situation Analysis of Social Inclusion in Bosnia and Herzegovina” (working title) (expected output – 28 February 2019)
- Presentation of First social policy paper on 3 round tables (Sarajevo, Banja Luka, Brčko)
- Second social policy paper with a working title “Towards the European Union – Recommendations for Improving Social Inclusion in Bosnia and Herzegovina” (working title) (expected output – 30 September 2019)

J. COPYRIGHTS

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K. KEY QUALIFICATIONS / PROFESSIONAL EXPERIENCE

- Master degree in a field of Human development and Statistic
- At least 10 years of experience in development and preparation of strategic documents in the area of socio-economic development
- Proven experience as a Senior Expert in development of the National Human development reports
- Proven experience in delivery of reports in the area of social inclusion in BiH
- Proven experience in statistical data processing of Human Development Index, Gender Development Index and Social Inclusion Index
- Working experience in the region in the area of social policy
- Proven experience in working on international projects

- Published works in the area of strategic planning, social inclusion and human development

L. REPORTING

The Contractor will be in the regular correspondence with the Contracting Authority.

For each document, the Contracting Authority may provide suggestions and comments within maximum 10 working days after the deliverable has been provided. After the receipt of the comments, if any, the Contractor will incorporate the comments and suggestions into the document within the maximum of 10 working days and resend them to the Contracting Authority.

Also, the Contracting Authority will inform the Contractor on any changes in the project or relevant legal base and legal and procedural documents that may affect the work of the Contractor, as soon as the Contracting Authority comes into possession of these information. The correspondence will be done via e-mail in English language.

M. Submission and approval of reports

The reporting in the form of delivered documents referred to above must be submitted to the Contracting Authority.

N. Method of submission and deadline

All interested applicants must submit the following documents no later than the 4th of January 2019 by 5 p.m.

- Most recent CV
- A list of references and experience verifying the qualifications listed under the point “K” of the Terms of Reference

The most recent CV and a list of references are to be submitted by e-mail to ibhi@bih.net.ba no later than the 4th of January 2019 by 5 p.m.