**Annex A**

**Terms of Reference and Scope of Services**

**The Social Inclusion and Poverty Reduction Unit – E2E**

**Support to the cities of Niš and Leskovac in harmonizing local with national employment policy framework in accordance with Law on the planning system of the Republic of Serbia:**

**Development of Ex-post Analysis of the local employment action plans and assistance in drafting** **new local employment action plans**

**Position:**  Local employment expert (2 positions)

**Duration:** May 2021– December 31, 2021

# Background

The accession to the EU is one of the key priorities of the Government of Serbia and at the same time the main driver of structural reforms. Negotiations for EU acquis chapter 19 – Social Policy and Employment – and relevant Action plan concluded that Serbia is moderately prepared in the area of social policy and employment. Some progress was made in further aligning the legislation with the acquis, mainly in the area of working conditions. In the coming period, Serbia should ensure adequate financial and institutional resources for employment and social policies to more systematically target the young, women and long-term unemployed, a priority indicator of the E2E in the second phase. The Social Inclusion and Poverty Reduction Unit (SIPRU), a part of the Prime Minister’s Office, will support this process of social dimension of EU accession and relevant youth employment policies.

In the previous period, the Instrument for Pre-Accession Assistance (IPA) funds were unsuitable for developing and testing ideas for policy reforms before the wider implementation. The Government of Serbia (GoS) has invited Switzerland to support the ESRP process within the E2E main phase, as the Swiss support to the GoS reforms so far has been assessed as the very influential in the social and economic field. As Switzerland also leads the Human Resources and Social Development (HRSD) Sector Working Group, in the frame of donor coordination, and within the already established strategic partnership with SIPRU, Switzerland is well positioned to influence positively youth employment policy framework through proposed interventions. The good reputation is further supported by the excellent results of the Swiss engagement in the education reform support.

The education system still fails to develop skills relevant for the Serbian labour market. This mismatch between skills supply and demand on the labour market affects mainly young persons and among them the young women that face a long transition from school to work and thus often become long-term unemployed or even inactive. The impact hypothesis of E2E is reflected in the strategic policymaking approach whereby improved employment policies and capacities of institutions are built up to promote a more efficient use of public resources in the field of employment and education.

The Project “From Education to Employment – E2E“ is part of the larger E2E program launched by the Swiss Agency for Development and Cooperation (SDC) in 2015 with the overall goal to increase decent youth employability in Serbia in a socially inclusive and sustainable way. E2E improves the position of youth on the Serbian labour market through modernization of youth employment policies and the development of young skilled labour demanded by the private sector.

The E2E program supports evidence-based approaches in the youth employment policies in Serbia. Under the lead of the SIPRU, it facilitates the policy dialogue between key national and local stakeholders. By including good practices from the main phase’ pilot regions, SIPRU advocates changes in the youth policy framework. The key line ministry in charge of the implementation of the youth employment and employability policies in Serbia relevant for implementation of the E2E is the Ministry of Labor, Employment, Veteran and Social Affairs (MoLEVSA) with the support of the Ministry of Education, Science and Technological Development (MoESTD). Line ministries were actively involved in the design and implementation of the main phase and the 2nd phase is continuation of the joint efforts for youth employment up to 2021.

# Introduction

The overall goal of the E2E program is to increase decent youth employment in Serbia in a socially inclusive and sustainable way. The project has two outcomes:

Outcome 1: Relevant national and local key stakeholders apply effective and evidence-based policies on youth employment and employability through increased performance capacities and diversified funding portfolio.

Outcome 2: Young jobseekers are better able to position themselves on the labour market through employment promotion measures and non-formal training offers required by the private sector in selected regions of Serbia.

As per Outcome 1 the following key Outputs are envisaged as the employment policy prioritization:

1. Within the legal framework: 1) the amendments to the Law on Employment and Unemployment Insurance in order to align with the Law on Planning System including institutional framework for NSCO will be revised; 2) the amendments to the Labour Law, and with an particular focus on improving the quality framework for traineeships and youth employability (Action Plan for Chapter 19).
2. Within the strategic framework: 1) Employment Strategy for the next multiyear period from 2021; 2) National employment action plan (NEAP); 3) National Standard Classification of Occupations (NSCO).
3. In line with the Law on Planning System, evaluation of the National Employment Strategy 2011-2020 will be conducted in addition to regular NEAP reports adopted by the GoS.

This specific Terms of Reference is related to achievement of Outcome 1 and support to the MoLEVSA as an institutional focal point for the E2E, in updating of the policy framework for employment and employability. More specifically, this assignment will contribute to alignment of local employment policy planning process with Law on the Planning System of the Republic of Serbia, and improve links with National Employment Strategy for 2021-2026 and its Action Plan for period 2021-2023.

In 2018 the National Assembly of the Republic of Serbia adopted the Law on the Planning System of the Republic of Serbia[[1]](#footnote-1), which regulates the planning system of the Republic of Serbia, as well as the management of the system of public policies and the type and contents of the planning documents. Therefore, it is necessary to harmonize public policy documents in the field of employment with this law. According the Law on the Planning System, public policy documents are produced in accordance with the results of an ex-ante and ex-post analysis of the effects of valid public policy documents and regulations in that area.

Furthermore, this specifically impacts employment policy at the local level and highlights the need to harmonize its planning process with the aforementioned Law and strategic documents in the field of employment adopted on national level.

1. **Objective of the Assignment**

Objective of the assignment is to support national employment expert in the process of conducting the Ex-post analysis of the effects of Local employment action plans (LEAP) for city municipalities Nis and Leskovac and provide them with assistance for drafting new LEAPs, in line with the Law on the Planning System and Decree on the methodology of public policy management, impact analysis of public policies and regulations, and the content of individual public policy documents (Official Gazette of the RS, no 8/19).

1. **Scope of Work and Tasks**

The terms of references are divided in two parts. First part is obligatory whereby second part of ToR is optional and is subject of assessment of Public Policy expert/Team leader and Youth Employment Coordinator once ex-post analysis of LEAPs for selected municipalities are finished.

The local employment expert is expected to:

Part 1

* Develop work plan and methodology on delivering ex-post analysis of LEAP in cooperation with national employment expert;
* Cooperate with national employment expert in order to effectively deliver the Ex-post Analysis of the local employment action plans in city municipalities of Niš and Leskovac;
* Provide overview of the labour market situation in Niš and Leskovac for period 2017-2020 (demographical trends, socioeconomic situation, key labour market trends, vulnerable groups), using official sources of data from National employment service, Labour force survey and other sources;
* Conduct an assessment of the achievement of the strategic objectives, expected results and defined measures prescribed by previously implemented local employment action plans. The process will ensure representation of evaluation criteria such as relevance, efficiency, effectiveness and sustainability;
* Organize and deliver the consultation process on ex-post analysis with SIPRU, MoLEVSA and city municipalities and present the main findings in close cooperation with national employment expert;
* Develop draft version of Ex-post analysis of the effects of Local employment action plans (LEAP) of municipalities in Niš and Leskovac in cooperation with national employment expert;
* On the basis of ex-post analysis, finalize the set of recommendations/proposals/suggestions on improving the LEAPs in cooperation with national employment expert;
* Engage and collaborate with all relevant stakeholders on the local level (public administration, social partners, business community, CSOs and other relevant stakeholders), in order to collect and analyze required data, conduct interviews with local stakeholders etc.

Part 2

* In close cooperation with national employment expert develop draft and final version of new local employment action plans for city municipalities in Niš and Leskovac;
* Organize and deliver consultation process on new LEAPs in close cooperation with national expert;
* In close cooperation with national employment expert present new LEAPs to city municipalities of Nis and Leskovac.

All listed tasks should be implemented in line with the conclusions of the consultations with the SIPRU.

1. **Outputs/Deliverables**

The local employment expert will be responsible for delivering the following outputs:

Part 1

* Work plan and methodology on delivery of ex-post analysis, approved by SIPRU.
* The outline of the ex- post analysis prior to its development, submitted for approval by the SIPRU;
* Draft version of the Ex-post Analysis of the Local Employment Action Plans for city municipalities of Niš and Leskovac
* Organized consultation process and collected feedback on draft version of the Ex-post Analysis of the Local Employment Action Plans for city municipalities of Niš and Leskovac;
* Final version of the Ex-post Analysis of the Local Employment Action Plans for city municipalities of Niš and Leskovac
* Presentation of the main findings of the ex-post analysis to SIPRU, MoLEVSA and city municipalities.

Part 2

* Draft version of new local employment action plans for city municipalities in Niš and Leskovac for 2021/2022-2023;
* Final version of new local employment action plans for city municipalities in Niš and Leskovac for 2021/2022-2023;
* Presentation of the new LEAP for 2021/2022-2023 to city municipalities, SIPRU, MOLEVSA if needed.
1. **Qualifications**

The consultant shall have the following skills, experience and qualifications:

* University degree in social sciences;
* At least 10 years working experience in relevant field (social sciences);
* At least 5 years of working experience in delivering impact analyses in the fields of employment, social inclusion and/or poverty reduction;
* Sound understanding of policy, institutional and legal employment context in Republic of Serbia;
* Excellent understanding of socio-economic situation in cities of Niš and Leskovac and understanding of policy, institutional and legal employment context at the local level;
* Experience in cooperation with national and international stakeholders (civil society, public administration, social partners, grass-roots organizations, etc.);
* Excellent knowledge of the English language;
* Good analytical, writing and reporting skills;
* Excellent communication skills.
1. **Reporting**

Local employment expert is responsible for the tasks listed by this ToR to the E2E manager and SIPRU deputy manager.

Following deliverables are expected to be delivered by the expert:

Part 1

* Work plan and methodology on delivery of ex-post analysis, no later than 7 days after signing the contract;
* Draft version of the ex-post analysis of LEAPs with clear set of recommendations for addressing main challenges, until August 31, 2021;
* Organized consultation process and collected feedback on draft version of the Ex-post Analysis of the Local Employment Action Plans for city municipalities of Niš and Leskovac, no later than September 15, 2021;
* Presentation of draft version of the Ex-post analysis of LEAPs to the SIPRU, MoLEVSA and city municipalities – no later than September 20, 2021;
* Final version of the Ex-post analysis of selected LEAPs, no later than September 30, 2021;

Part 2

* Draft version of the new local employment action plans, no later than November 15, 2021;
* Presentation of draft version of new local employment action plans, until November 30, 2021;
* Final version of the new local employment action plans, no later than December 15, 2021.
1. **Duration of the Assignment and Payment schedule**

Assignment will last in the period between May 2021 – December 31, 2021. Payment will be based on time sheet method. Here below the indicative usage of days and payment dynamic is presented:

|  |  |
| --- | --- |
| Delivery of working plan with methodology | 1 day |
| Draft version of the ex-post analysis of LEAPs with clear set of recommendations for addressing main challenges | 10 days |
| Organized consultation process and collected feedback on draft version of the Ex-post Analysis of the Local Employment Action Plans for city municipalities of Niš and Leskovac; | 2 days |
| Presentation of draft version of the Ex-post analysis of LEAPs  | 1 day |
| Final version of the Ex-post analysis of LEAPs  | 4 days |
| Draft version of the new local employment action plans | 8 days |
| Presentation of draft version of new local employment action plans | 1 day |
| Final version of the new local employment action plans | 3 days |

For delivery of envisaged assignment, a local expert will be hired with up to 30 days in total. Indicative deadlines for delivery of the assignment are presented in Chapter no. 7 of the Terms of References.

Delivery of the Part 2 outputs of the Terms of References will be subject to the assessment of SIPRU after phase Part 1 is finished.

1. Official Gazette of the RS, no 30/18 [↑](#footnote-ref-1)