**TERMS OF REFERENCE**

**Analyst in the Unit for Analysis, Evaluation and Monitoring within the Ministry of Labor and Social Policy of the Republic of Macedonia**

1. **BACKGROUND**

The Ministry of Labor and Social Policy of the Republic of Macedonia (MLSP) along with the World Bank have undertaken the implementation of two Conditional Cash Transfer (CCT) Programs focused on alleviating poverty among the poorest and most vulnerable population in Macedonia.

The Conditional Cash Transfers (CCT) project’s development objectives are to strengthen the effectiveness and efficiency of the Republic of Macedonia’s social safety net through the introduction of conditional cash transfers and improvements in the administration, oversight, monitoring, and evaluation of social assistance transfers.

1. **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. The unit currently is understaffed and the Ministry now needs to strengthen and expand the unit by hiring additional staff.

1. **MAIN OBJECTIVE OF THE ASINGMENT**

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.

1. **SPECIFIC TASKS**

The Analyst within the Unit for analysis, evaluation and monitoring should perform the following activities:

* Assessment of the reporting requirements and documents needed for obtaining social rights;
* Collection, updating, systematization, processing and analysis of data regarding the social protection programs of the Ministry and its comprising bodies;
* Monitoring and evaluation of the social programs;
* Statistical researches (analyses) in the fields of labor, social protection, pension and disability insurance, child protection and protection of war veterans and disabled people as well as preparation of projections and predictions about functioning and implementation of the programs in the above mentioned fields;
* Actuarial analysis,
* Analyzing the financial requirements for the implementation of different social programs and preparation of the financial projections for these programs to be used in budget preparation process;
* Use of computer models for budgeting the social programs by field of activity and the development of basic programs for monitoring and analysis of SP programs;
* Definition of indicators for efficient and effective implementation of the social protection programs , and their monitoring
* Other analysis required for the Ministry’s work.

1. **REPORTING OBLIGATIONS**

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

The Consultant on a monthly basis shall produce and submit to the Project Manager progress reports for the implementation of the Project activities.

1. **EXPERIENCE AND QUALIFICATIONS OF CONSULTANT**

* Higher degree in Economics, Mathematics or related discipline;
* Excellent analytical skills;
* Computer literacy with practical experience in MS Windows applications. Candidate with additional knowledge of statistical software (SPSS, SAS, Stata etc) will be considered as an asset;
* Working experience in data analysis and other activities related to preparation of statistics, household survey analysis, policy evaluation and data forecasting will be considered as an asset;
* Excellent verbal and writing communication skills in Macedonian and English.

**Contract** shall be time based (see World Bank’s Guidelines "Selection and Employment of Consultants by World Bank Borrowers", edited May 2004, Revised October 2006” available on www.worldbank.org)

1. **DURATION OF THE ASSIGNMENT**

The total duration of the assignment shall be till August 31, 2018.