**TERMS OF REFERENCE**

**IT Consultant 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 IT consultant within the Unit for analysis, evaluation and monitoring should perform the following activities:

* Assessment of data gathered within the institutions that provide benefits and services for social protection, i.e. the data contained in the: system for administration of social benefits –CBMIS, the system for social services – LIRIKUS, systems used by the social institutions, and other data;
* Assessment of organization of data bases established in the system for social protection
* Assessment and follow up of the work processes and reporting requirements for administration of the social rights and services;
* Collection, updating, systematization, processing and analysis of data in the fields of social protection, labor, pension and disability insurance, child protection and protection of war veterans;
* Identify IT opportunities and recommend solutions that will enhance or improve current business processes and systems;
* Assist on projects or special initiatives as assigned;
* Other data analysis required for the Ministry’s work;
* Other IT related activities.
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**

The Consultant should have the following experience and qualifications:

* B.Sc. degree in Information Technology/Computer Science/Information systems, or related; Advanced degree is an advantage;
* Experience in public information systems development, implementation and usage is an advantage;
* Good understanding of various software architectures and database systems;
* Good understanding of the architecture of hybrid systems based on web technologies;
* Knowledge of statistical software, software for the management of databases and knowledge of program languages will is an advantage;
* 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;
* The Consultant must be fluent in Macedonian and in 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 expected start date of the assignment t is until August 31, 2018.