**TERMS OF REFERENCE**

**Consultant for social protection 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 consultant for social protection in the Unit for analysis, evaluation and monitoring should perform the following activities:

* Analysis of data regarding the social protection programs of the Ministry and its comprising bodies;
* Assessments and analysis of the different programs for social protection; How efficient and effective is the design and delivery of the different programs for social protection;
* Reporting on all criteria that need to be fulfilled and documents needed for obtaining a certain social benefit;
* Monitoring and evaluation of the social programs and the social protection indicators ;
* Definition of new indicators for efficient and effective implementation of the social protection programs ;
* Assessment on how well did the targeting mechanism function, what were the (potential) inclusion and exclusion errors;
* Assessment of the work processes for administration of the social benefits and services;
* Analysis and evaluation of politics in the fields of labor, social protection, pension and disability insurance, child protection and protection of war veterans and disabled people, give suggestion for altering the current programs for social protection and for introducing new one;
* Preparation of reports regarding the adopted programs on monthly, quarterly and yearly basis;
* Other social 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**
* Higher degree in in social sciences (social policy, political science, and similar) ;
* Knowledge of the Macedonian public sector and up to date knowledge of the state of the social protection, education and labour market systems and the on going and proposed reforms will be considered as an advantage;
* Minimum 3 years of experience in research, monitoring and evaluation of social protection system;
* Good analytical and report writing skills;
* Excellent oral and writing skills in English and Macedonian.

**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.