

## SoRi II

Project: “Enhancing local capacities to implement the 2030 Agenda and the Leave No One Behind Principle”

# Terms of Reference

## for Consultancy services for Establishment and Delivery of Learning Cluster on Social Mapping

### I. Background

The Western Balkans economies are facing immense socio-economic challenges and the economic consolidation is slow and only reaches part of the population. Despite reforms in the area of rule of law and human rights, many people, especially members of the vulnerable groups experience multiple discrimination. This results in increased desire of many (particularly young) people in the region to emigrate and exacerbates societal and political conflicts. Also, members of vulnerable groups often do not have sufficient knowledge about social rights and access to social services, education and healthcare, and mostly depend on assistance from the state. The competent institutions, and especially the local governments, have so far not been able to support these people sufficiently and to create adequate conditions for equal access to social rights and social services to all vulnerable groups. What’s more, institutions do not have the relevant data required to engage in planning and evidence-based policy development focused on the needs of these groups.

The inclusion of particularly vulnerable groups is a significant element of EU accession negotiations (especially Chapter 23: Judiciary and fundamental rights, and Chapter 19: Social policy and employment). The ongoing reform and EU approximation process is an important factor of cooperation and political stabilisation in Southeast Europe. The implementation of the legal framework, political strategies and action plans guaranteeing comprehensive economic and social rights has been stagnating for years. Implementation of the 2030 Agenda and its 17 development goals, and especially the overarching “Leave No One Behind” (LNOB) principle, enjoys little attention among relevant state authorities and is progressing sluggishly.

The roots of the situation lie in the lack of competencies, insufficient capacities and financial resources of local governments and other relevant stakeholders, as well as insufficient cooperation between the local and the national level, and across national borders.

## II. Project summary

The project “Enhancing local capacities to implement the 2030 Agenda and the *Leave No One Behind Principle*” is implemented by NALAS, in cooperation with and supported by GIZ. It contributes to the implementation of the project ‘Social Rights for Vulnerable Groups II (SoRi II)’ implemented by GIZ, commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ).

Specifically, the project is focused on scaling-up of successful approaches for social inclusion (Output 1) and developing and applying a social mapping methodology for planning and decision-making processes on a local level (Output 2). The project duration is from 1 January 2020 until 31 July 2022.

The Overall Objective of the project is to support local governments in the five target economies to improve the economic, social and cultural human rights of their citizens in line with the overarching principle of the 2030 Agenda "Leave no one behind" (LNOB).

The Specific Objectives are:

- 1) to enhance the capacities of local governments, their Associations and other relevant stakeholders to apply successful approaches for strengthening the economic, social and cultural human rights of particularly vulnerable groups and
- 2) to strengthen the capacities of local governments to integrate the overarching principle "Leave no one behind" of the 2030 Agenda in evidence-based planning and decision-making processes.

The project is addressing the lack of institutional capacities, expertise and experience of the local governments and other relevant stakeholders to ensure the social, economic and cultural human rights of their citizens, particularly of vulnerable groups, in five target economies of the Western Balkans - Serbia, Bosnia and Herzegovina, North Macedonia, Kosovo\* and Albania.

The project will institutionalise some of the project’s interventions within existing structures of NALAS (via its Knowledge System) and LGAs (via their thematic committees and training centres) and it will systematically work with municipalities to confirm their commitment to address the economic, social and cultural human rights via appropriate institutional and budget resources.

The project works with the local governments, members of NALAS – Associations of Local Governments and other relevant stakeholders to enhance their capacities to integrate the overarching principle "Leave no one behind" of the 2030 Agenda in evidence-based planning and decision-making processes.

The output on Social Mapping addresses the overarching LNOB principle of the 2030 Agenda and its integration in decision-making and planning processes in relevant ministries, municipalities and ombudsman institutions in the partner economies. These entities often lack the relevant data on the target group needed to design more effective and coherent policies. The intervention logic is that using disaggregated data on particularly disadvantaged groups will make planning and decision-making more evidence-based and inclusive. This will result in public officials being able to work more effectively and efficiently on guaranteeing the rights, on the inclusion of the target group, and in the scarce public resources being utilized more effectively and efficiently.

The implementation of the activities under Social Mapping output is organized in two phases: phase 1 focused on launching of a LNOB sensitive methodology and phase 2 focused on replication of the methodology in new municipalities. The project’s methodology for conducting social mapping at local level has been tested in seven local governments from the Western Balkans in the first phase.

It is more than clear that the test phase only serves as a basis to showcase practical examples to a much wider array of stakeholders both, at local and nation level throughout the region, so that in the end a mainstream of the LNOB principle in policy making is successfully managed. To achieve this objective two preconditions must be met.

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\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

The first one is related to creating an enabling environment for organic growth of the number of local governments that recognize the benefits of LNOB data collection (reflected in better targeted policy measures) and second one is related to involving LGAs in proactive advocacy with the national level institutions regarding the needs of different LNOB groups. This can be achieved **by introducing Learning Cluster on Social Mapping**.

In the project's context, a **Learning Cluster is defined as a self-steered and collaborative CD format** that joins practitioners of state and non-state stakeholders sharing the same work environment to benefit from complementary know-how and diverse experiences and to develop and scale up applicable solutions and successful approaches by guaranteeing economic, social and cultural rights of vulnerable groups for their equal participation in society, particularly on the local level.

The Learning Cluster is composed of the representatives of the interested Local Governments to apply Social Mapping, Local Government Associations and Resource Person. The Resource Person acts as fundamental source of knowhow who will provide support the other Learning Cluster members in implementing of the social mapping.

In this regards, **NALAS Secretariat is inviting the consultancy companies to express their interest and to apply for the consultancy services related to establishment and delivery of the Social Mapping Learning Cluster**.

### III. Aim and Specific Objective of the Assignment

The **aim** of the assignment is enhancement of the capacities of local governments, their Associations and other relevant stakeholders to apply social mapping as a basis for strengthening the economic, social and cultural human rights of particularly vulnerable groups.

The **specific objective** of this assignment is related to **establishment of the Learning Cluster on Social Mapping and initiation and coordination of corresponding peer exchange** among SoRi II municipalities and practitioners.

The Learning Clusters will be established and peer exchange among SoRi II municipalities and practitioners **will be performed in accordance with the Methodology for Learning Cluster** (Annex 1), developed within the project.

### IV. Learning Cluster as Capacity Development Format

The development, implementation and facilitation of the Learning Cluster is required to be guided by the following important **conceptual and methodological principles** that are crucial to assure quality of the peer exchange: the Learning Cluster is **self-steering**, based on **cooperation** that joining the partitioners who bring **complementary know-how** and **diverse experiences** for the **applicable solutions** of the successful approaches relevant in the work environment by **guaranteeing the human rights of the vulnerable groups**.

The **Learning Cluster is coordinated and implemented** by NALAS Secretariat and the Consultancy Company will work in close coordination with the NALAS project team members.

In terms of design of the Learning Cluster on Social Mapping, it consists of two online Regional Exchange Events and each of them will be followed by conceptualization and application period.



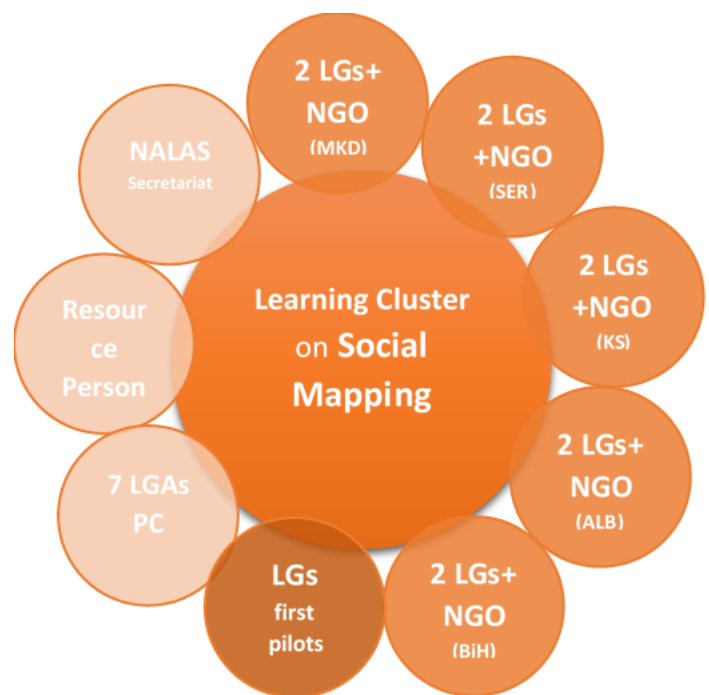
## 1) Objectives of the Learning Cluster:

- To provide a **platform for peer-to-peer exchange** between test municipalities and newly introduced municipalities
- To **inform** newly interested municipalities in the five WB economies regarding the **benefits of LNOB data collection** and the use of such data
- To **explore different modalities of data collection** and **data analysis** by using LNOB specific questionnaires already designed in the test phase (e.g. using existing municipal structures for data collection such as Centers for Social Work, schools and other field offices that serve different LNOB groups)
- To **strengthen the position of LGAs to advocate** on behalf of municipalities regarding the needs of different LNOB groups
- To **increase the number of municipalities in the Western Balkans** region that will implement the Social Mapping Methodology.

## 2) Learning cluster composition

The LC shall be composed of the following actors:

- Host Organization – NALAS Secretariat,
- Resource Person – Consultancy Company,
- Local Government Associations, Project Coordinators and staff responsible for policy analysis,
- Interested municipalities for further application/replication of social mapping (two per economy),
- Local NGOs who will support LGs in application of the Social Mapping Methodology,
- Local Governments that implemented the social mapping methodology and realignment of the local programs and action plans on social protection in the testing phase.



Around 30 participants, members of the Learning Cluster will attend the exchange events.

The **first and second Regional Exchange Events of the Learning Clusters will be organized and delivered in an online format.** The first exchange event (16 November 2021) is considered as an introduction to the Learning Cluster concept and its members. In addition, the first event will serve as a basis for further conceptualization. In that regard, the Learning cluster's members, especially the new municipalities will be informed and educated by the Resource Person on why the social mapping is beneficial and the Methodology for conducting the Social Mapping will be presented. Different modalities and tools on how Social Mapping could be applied by existing municipal structures that serve specific LNOB groups will be presented and explored. The first Regional Exchange Event will be utilized for drafting of the very first concept and action plans for the conceptualization period that need to be furtherly developed by the engaged NGOs through consultative process with the pilot municipalities, in coordination with the LGAs.

The **second Regional Exchange Event** (10 February 2022) focuses on sharing of the Concepts and Action Plans for conducting Social Mapping, agreed tasks and responsibilities of the NGOs and pilot municipalities in order to learn from the mutual exchange. The Resource Person should provide opinion and expert guidance on the concepts and action plans. The Concepts (roles and responsibilities, data collection instruments) and Action Plan consolidated

after the second exchange event's peer feedback and support provided by the Resource Person will be used within the Application Period.

The focus of the second event is the application period and conducting of the social mapping in the pilot local governments. Therefore, the following (but not limited only to) topics of the event are:

- Data collection approach to the respondents – vulnerable groups identification
- Data collection instruments – questionnaires and focus groups. 5 questionnaires used in test phase will be used for development of readymade versions for each of the following LNOB groups: Roma communities; Roma women and domestic violence; Elderly people; Children and adults with disabilities; and Farmers (rural women and men)
- Data analysis – statistical analysis in MS Excel template, minimum requirements for quantitative analysis of the questionnaires' inputs and qualitative analysis from focus groups' findings. Instructions for analysis of data from LNOB perspective in order the policy recommendations to be formulated with reference to localized UN SDGs and targets. Practical small group exercises to be considered.
- Social Mapping Report overview and preparation.

During the second event, an attention will be drawn to the **Social Mapping Report template** and its preparation by the engaged NGOs in consultation with the pilot local governments. The revised template of the Social Mapping Report and simplified version of the UN SDG Interim Guideline on LNOB will be presented and practiced in the frame of the small group work. The **Roadmap for Evidence-based Policymaking** will be also presented and discussed, so the involved local governments are aware and ready to use its template. The outcome of the social mapping process within the Learning Cluster on LNOB Social Mapping should be documented in the form of a roadmap for evidence-based policy making with focus on Localization of SDGs whereby social mapping shall be integrated as a first and necessary step that precedes the introduction of new social protection strategies at municipal level. Each participating municipality in the LC shall commit prior to joining the LC that that at the end of the process the respective municipal department (or higher body at municipal level preferably the Council of the Municipality) will officially endorse the produced Roadmap for Localization of SDGs as a guiding document for future evidence-based policy making.

The **third Regional Exchange Event** will take place beginning of June 2022 and ideally through face-to-face format. The aim would be to wrap up experiences and showcase results from the mappings as well as plans on how to integrate LNOB data in the upcoming drafting of the social protection strategies.

Each of the ten municipalities presents a Roadmap for evidence-based policymaking whereby social mapping is explicitly noted as one of the necessary steps prior to introducing of social protection strategies.

Presentation of the overall process and findings from social mapping will take place, too. Policy impact on local and national level will be discussed, as well as the role of LGAs.

During the **Conceptualization Period** (22 November 2021 – 13 December 2021) the joint team composed of representatives from the engaged local NGOs responsible for conducting of field activities and preparation of the report related to social mapping exercise and representatives of the pilot local governments will agree on a joint Concept and Action Plan for conducting of the Social Mapping. It will include clear list of tasks and division of responsibilities. In addition, in consultation (through meeting/workshop) with pilot Local Governments and local/national stakeholders (CSO related to particular vulnerable group, Center for social care etc.), the engaged local NGOs will adapt the standardized questionnaire for the particular vulnerable group to the respective local context. It is worth mentioning that such adaptation of the questionnaire should not be based from LNOB methodological point of view rather from the perspective of needed social services on local level and minor specific of the target group. Therefore, survey instruments should allow for certain level of comparability.

The **Application Period** is the phase where the Learning Cluster members - engaged NGOs and pilot local governments, start to apply the social mapping in their municipality based on the developed concept.

## V. Services of the Consultancy Company

In general, the Consultancy Company's services are related to the following activities:

- Development of necessary process, forms and templates that support conducting of social mapping
- Backstop the pilot local governments and NGOs in adapting data collection instruments - questionnaires and focus groups (from a technological point of view) and developing of the concept for the application of social mapping
- Backstop the pilot local governments and NGOs in the application of the concepts for conducting the social mapping
- Develop agendas, materials and moderate LC's exchange events.

### 1) Tasks and Services of the Consultancy Company

More specifically, the Consultancy Company's representatives as members of the Learning Cluster, in cooperation with NALAS and LGA shall be responsible for implementation of the tasks and provision of following services:

No.	Task and Service/ <b>Deadline</b>	Description of the service	Deliverable from the provided services	Estimated Consultancy Company's days
1.	<p><b>Develop a template of the Concept for conducting of Social Mapping and its Action Plan</b></p> <p><b>11 October 2021</b></p>	<ul style="list-style-type: none"> <li>• Development of a template on the Concept for conducting of Social Mapping, including necessary steps:               <ul style="list-style-type: none"> <li>○ <b>first step:</b> consideration of LNOB Library of Questions (library of questions developed in KoBo in the testing phase) within the LNOB framework;</li> <li>○ <b>second step:</b> contextualization LNOB target groups' specific questionnaires and sampling;</li> <li>○ <b>third step:</b> municipal contextualization of the respective questionnaire with focus on social services / needs of the respective LNOB target group.</li> </ul> </li> <li>• Development of an Action Plan with respective timeline for implementation of the Concept and its steps in accordance with the project's time dynamics.</li> </ul> <p>The Concept shall also include clear list of tasks and division of responsibilities of the involved parties in conducting the social mapping.</p>	<p>Templates of the Concept for conducting of Social Mapping and its Action Plan developed</p>	<b>3</b>
2.	<p><b>Revise and standardize five questionnaires piloted in the test phase of Social Mapping for the vulnerable target groups</b> (Roma communities; Roma women and domestic</p>	<p>There are versions of the questionnaires implemented in different pilot municipalities on particular target groups such as two questionnaires for Roma Community, three for people with disabilities etc. The LNOB Library of Questions (library of questions developed in KoBo in the testing phase) shall be considered in the standardization of the questionnaires.</p>	<p>Standardized versions of the questionnaires for all five target groups developed in the English language in MS Word and consulted with NALAS and GIZ project team</p> <p><u>Note:</u></p>	<b>5</b>

	<p>violence; Elderly people; Children and adults with disabilities; and Farmers (rural women and men).</p> <p><b>12-27 October 2021</b></p>	<p>The Resource Person shall have in mind that questionnaires for these 5 target groups will serve as standardized mapping instruments for any future social mapping conducted in the region. It should serve for comparison of results over time and between the municipalities at national level as basis for advocacy actions.</p> <p><u>Note:</u> Developed and tested methodology for Social Mapping from test phase of piloting and examples of researching instruments shall be utilized for the activity 1 and 2.</p>	<p>As an annex, the LNOB Library of Questions (KoBo library of questions) to be provided in Excel for the local governments in potential contextualization of the researching instruments.</p>	
3.	<p><b>Design and moderation of the first online Regional Exchange Event (1REE)</b></p> <p><b>Design of the 1REE:</b> <b>28 October</b> <b>8 November 2021</b></p> <p><b>Delivery and moderation of 1REE:</b> <b>16 November 2021</b></p>	<p>Based on an interactive learning approach, and peer exchange opportunities, the Detailed Design of the 1REE shall be developed in the format provided by the project.</p> <p>The necessary forms for development of the action plan, the concept and reporting will be prepared by the Resource Person.</p> <p>Event’s agenda and materials (presentations, handouts, instructions for exercises) for the online event that will be delivered via Zoom shall be developed.</p> <p>Good practices for planning (conceptualization) of social mapping and respective practitioners who will deliver the presentations need to be incorporated in the agenda.</p> <p>The online event shall be designed for a duration of 6 hours including breaks (09:00-15:00).</p>	<p>Detailed Design, agenda and materials developed and consulted with NALAS and GIZ project team</p> <p>First Regional Exchange Event moderated and delivered via Zoom</p>	4
4.	<p><b>Provision of assistance and feedback in development of concepts for conducting social mapping in pilot municipalities</b></p> <p><b>14 November 2021</b> <b>31 January 2022</b></p>	<p>In a period from 22 Nov until 13 Dec the NGOs and LGs shall draft the Concepts.</p> <p>During the Conceptualisation Period, the Resource Person shall provide feedback on the draft concepts and questionnaires for all 10 pilot LGs.</p> <p>The feedback and technical assistance for conceptualization of the social mapping, identification of sampling, and finalization of the questionnaires will be provided by the Resource Person through establishing direct communication and mentorship sessions (half day online meetings) with the NGOs and pilot LGs.</p>	<p>Concepts, including Action Plans and Questionnaires of all 10 pilot local governments revised by the Resource Persons and finalized by pilot local governments</p> <p>10 mentorship sessions delivered and documented</p>	15
5.	<p><b>Revision of the Template of the Social Mapping Report</b></p> <p><b>22 November 2021</b> <b>13 December 2021</b></p>	<p>The existing template of the Social Mapping Report shall be revised by the Resource Person. In addition, the consultant shall develop short guideline “How to analyse data for NLOB perspective”. This guideline shall serve as an accompanying document of the social mapping report template and will be based on the existing UN SDG Interim Guideline on LNOB1.</p> <p>The Resource Person shall develop a simplified version of the Guideline that includes examples</p>	<p>Revised template of the Social Mapping Report prepared.</p> <p>Simplified version of the UN SDG Interim Guideline on LNOB and examples developed</p>	4

<sup>1</sup> <https://unsdg.un.org/sites/default/files/Interim-Draft-Operational-Guide-on-LNOB-for-UNCTs.pdf>

		derived from the reports prepared within the first test phase of the social mapping		
6.	<b>Design of a template of Roadmap for evidence-based policymaking</b>  <b>22 January 2022</b> <b>31 January 2022</b>	<p>The roadmap shall be designed in a step-by-step fashion and for each of these steps a specific module shall be offered. The first step being conducting social mapping on LNOB group, the second prioritization of SDGs and third integrating the results from the previous two steps in a coherent social protection strategy aligned to LNOB results and prioritized local SDGs and targets.</p> <p>NOTE: The Resource Person should be aware that GIZ already produced the tools for each step so there is no need for development. Rather the roadmap will outline the process steps of evidence-based policy making on Localization of SDGs with reference to the already produced tools.</p>	Template of a roadmap for evidence-based policymaking developed	<b>3</b>
7.	<b>Design and moderation of the second online Regional Exchange Event (2REE)</b>  <b>Design of the 2REE:</b> <b>24 January 2022</b> <b>7 February 2022</b>  <b>Delivery and moderation of 2REE:</b> <b>10 February 2022</b>	<p>Based on an interactive learning approach, and peer exchange opportunities, the Detailed Design of the 1REE shall be developed in the format provided by the project.</p> <p>Event's agenda and materials (presentations, handouts, instructions for exercises) for the online event that will be delivered via Zoom shall be developed.</p> <p>Good practices for conducting (application) of social mapping and respective practitioners who will deliver the presentations need to be incorporated in the agenda.</p> <p>The online event shall be designed for a duration of 6 hours including breaks (09:00-15:00).</p>	<p>Detailed Design, agenda and materials developed and consulted with NALAS and GIZ project team.</p> <p>Second Regional Exchange Event moderated and delivered via Zoom.</p>	<b>4</b>
8.	<b>Provision of technical assistance in application period (if needed) and feedback to the first draft of the Social Mapping Reports</b>  <b>4 April 2022</b> <b>9 May 2022</b>	<p>The application period in which the engaged NGOs and pilot municipalities will conduct the social mapping will be from 14 February until 25 March 2022.</p> <p>Prior starting the application period the NGOs will deliver Transfer Workshop for capacitation of the pollsters.</p> <p>During the application period, the Resource Person will provide advices to the engaged NGOs and pilot local governments in conducting of social mapping (if needed).</p> <p>The Resource person shall provide feedback to the first drafts of the Reports prepared by NGOs (prepared in the period 15 March – 3 April 2022), especially in analysis of data from perspective of LNOB principle.</p> <p>The feedback and technical assistance for preparation of the Social Mapping Reports will be provided by the Resource Person through establishing direct communication and mentorship sessions (half day online meetings) with the NGOs and pilot LGs.</p>	<p>Social Mapping Reports of all 10 pilot local governments revised and finalized.</p> <p>10 mentorship sessions delivered and documented</p>	<b>15</b>



9.	<b>Design and moderation of the third online Regional Exchange Event (3REE)</b>  <b>Design of the 3REE:</b> <b>9 May 2022</b> <b>27 May 2022</b>  <b>Delivery and moderation of 3REE:</b>  <b>2 June 2022</b>	Event's agenda and materials (presentations, handouts, instructions for exercises) for the online event that will be delivered via Zoom shall be developed.	Detailed Design, agenda and materials developed and consulted with NALAS and GIZ project team.  Third Regional Exchange Event moderated and delivered in a face-to-face format.	<b>4</b>
10.	<b>Assignment Report preparation</b>  <b>By 17 June 2022</b>	The Resource Person shall prepare and submit overall Assignment Report	Assignment report submitted	<b>1</b>
			<b>TOTAL Expert days:</b>	<b>58</b>

The dates in the table are tentative and may be a subject to change.

Considering the above-mentioned tasks and services, the estimated number of consultancy days projected for the entire assignment is **to 58**.

All above listed tasks and services are envisaged to take place between **4 October 2021** and **20 June 2022**.

## VI. Consultancy Company Profile

The Consultancy Company shall provide sound evidence for:

- at least 5 years of experience of the Company in the area of social researches and social mapping at local level;
- experience in development of evidence-based policies, at least 3 projects;
- at least 5 years of experience in development and delivery of capacity development measures (trainings, workshops, online trainings, webinars etc.) in the local governments of the Western Balkans (WB) economies; at least 3 online events and 5 face to face capacity development events delivered.
- experience in working with Local Government Associations from the WB; at least three projects implemented.
- Previous experience in development assistance or related work with international organizations, at least five projects in the economies of the WB related to human rights;

## VII. Experts' Profiles

The consultancy Company shall ensure engagement of two experts – Resource Person and Resource Person Assistant, responsible for joint provision of the services requested within this ToR.

### a. Resource Person's Profile

- The Resource Person has significant knowledge and experience in conceptualization and application of the social researches and social mapping at local level. At least 3 successfully implemented social researches and at least 3 social mappings out of which at least one LNOB social mapping for vulnerable groups conducted and reports prepared.
- The Resource Person has knowledge and experience in utilisation of data for evidence-based policymaking as one of the necessary steps prior to introducing of social protection strategies/policies at local level. At least 3 projects implemented.
- The Resource Person has knowledge in preparation and moderation of capacity development measures for the local level stakeholders. At least 3 online events and 5 face to face capacity development events delivered.
- The Resource Person has proficient knowledge about the current status and needs, challenges, trends and opportunities for improvements, particularly in areas related to local governance, as well as economic, social and cultural human rights of particularly vulnerable groups. At least 5 years of experience in working with local governments on economic, social and cultural human rights of vulnerable groups.
- The Resource Person's working experience in the context of 2030 Agenda for Sustainable Development. At least 3 projects implemented that are related to 2030 Agenda and SDGs.
- The Resource Person has experience in working with associations of local governments. At least 3 projects implemented with involvement of associations of local governments.
- The Resource Person is fluent in English. Ability to conduct meetings in some of the local languages such as Serbian, Macedonian, and Albanian will be considered as an asset.
- The Resource Person should have a Master Degree in an area relevant to the improvement of public administration and social services (e.g. social sciences, political science, public administration, pedagogy, human resource management or other relevant field). PhD will be considered as an asset. Successfully completed trainings on social approaches and Generic Training of Trainers related to design and facilitation of trainings will be considered as an asset.

### b. Resource Person Assistant's Profile

- The Assistant has significant knowledge and experience in conceptualization and application of the social researches and social mapping at local level. At least 2 successfully implemented social researches and at least 1 LNOB social mapping for vulnerable groups conducted and reports prepared.
- The Assistant has knowledge and experience in utilisation of data for evidence-based policymaking as one of the necessary steps prior to introducing of social protection strategies/policies at local level. At least 1 project implemented.
- The Assistant has knowledge in preparation and moderation of capacity development measures for the local level stakeholders. At least 3 online events and 3 face to face capacity development events delivered.
- The Assistant has proficient knowledge about the current status and needs, challenges, trends and opportunities for improvements, particularly in areas related to local governance, as well as economic, social and cultural human rights of particularly vulnerable groups. At least 3 years of experience in working with local governments on economic, social and cultural human rights of vulnerable groups.
- The Assistant has working experience in the context of 2030 Agenda for Sustainable Development. At least 1 project implemented that are related to 2030 Agenda and SDGs.

- The Assistant has experience in working with associations of local governments. At least 1 project implemented with involvement of associations of local governments.
- The Assistant is fluent in English. Ability to conduct meetings in some of the local languages such as Serbian, Macedonian, and Albanian will be considered as an asset.
- The Assistant should have a University Degree in an area relevant to the improvement of public administration and social services (e.g. social sciences, political science, public administration, pedagogy, human resource management or other relevant field). Master degree will be considered as an asset. Successfully completed trainings on social approaches and Generic Training of Trainers related to design and facilitation of trainings will be considered as an asset.

## VIII. Application Procedure

Interested Consultancy Companies are asked to submit a proposal, **by 28 September 2021, 16:00 (CET)**. The proposal has to be submitted in English language **by e-mail, at [info@nalas.eu](mailto:info@nalas.eu) subject: SoRi II LCSM Resource Person**.

Interested Consultancy Companies are asked to provide:

1. **CV of the Resource Person** in pdf format.
  2. **CV of the Resource Person's Assistant** in pdf format.
  3. **Cover Letter for the Resource Person**, Cover Letter Template (Annex 2), in pdf format.
  4. **Cover Letter for the Resource Person's Assistant**, Cover Letter Template (Annex 3) in pdf format.  
Please respond to the questions within the Cover Letter Templates of the point 3 and 4 in relation to requirements provided in the section "VII. Expert Profiles" of this ToR.
  5. **Consultancy Company Profile** (Annex 4), in pdf format.
  6. **Financial Offer** (Annex 5), in pdf format.
- Potential expenses related to the travel and accommodation will be covered by the project and shall not be included in the Financial Offer.**

### List of Annexes:

Annex 1: Methodology for Learning Cluster for Social Approaches (applicable for the Social Mapping Learning Cluster, as well)

Annex 2: Cover Letter Template - Resource Person

Annex 3: Cover Letter Template - Resource Person Assistant

Annex 4: Consultancy Company Profile

Annex 5: Financial Offer Template