



## TERMS OF REFERENCE

### EDITOR-IN-CHIEF

## **“PEOPLE-CENTRED ANALYSES” REPORT, ISSUE NOV. 2009**

### **1. Background**

The project “Strengthening evidence-based policy processes” in the Former Yugoslav Republic of Macedonia aims to contribute to more effective policy-making in the country through the preparation processes of the “People-centred Analyses” report series. The objective of the report is to provide professional in-depth analyses and forward-looking policy options based on regular monitoring of citizen’s perceptions of key social, economic, governance and inter-ethnic developments, of issues that affect their lives.

The “People-centred Analyses” report and its analyses will focus increasingly on human development implications of socio-economic and other developments. Each publication will be built around a set of recurrent topics of “*social cohesion*”, “*quality of governance*” and “*ethnic cohesion*”. The unique theme selected for this publication is the **quality of social services** that will put together the accomplishment of the social service needs and their possible improvements in the Republic of Macedonia. The new reports will continue to draw on the outcomes of public perceptions surveys but will also build on other official statistical and administrative data. (The overall approach of the report series would be found in the Project Document, available upon request).

The People-centred Analyses issue Nov. 2009 will continue to examine the trends and social inclusion aspects as initiated from its first issue of March 2008 and then continued to the second issue April 2009. This substantive revision of the project document is aimed to reflect activities for supporting governance assessment component. The Report will be built on the results of a survey with adapted set of questionnaires build on the suggestions of the expert. Together with the questions that will address the issue of quality of social services the selected trend questions from the previous People-Centred Analyses will be included.

The envisaged survey (planned for July 2009) is a representative, questionnaire-based household survey covering a wide range of topics which will allow measurement of different dimensions of the quality of social services, both objective and subjective elements, and enable an accurate picture of the social situation in the country. This issue will be consisted of a sample of 1000 households in R. Macedonia. The data obtained will be used extensively for in-depth analysis of the quality of social services at the local and national level (such as evaluation of different social services that are offered at the national level, do they accomplish the needs of the citizens, are they better off if provided at local level, the age groups specific requirements) in R. Macedonia.

The current project is implemented by South East European University of Tetovo (SEE University) being the Responsible Party, who will coordinate the production of the Report, provide research support and promote independent research and collaboration with other research and think-tank institutions in promoting the concept of “People-centred Analyses”.

Information on the previous People-centred Analyses report is available at <http://www.undp.org.mk/default.asp?where=weblinks&link=117>

## **2. Scope of work**

The Editor-in-Chief is expected to provide methodological and conceptual guidance to the team of national experts and contribute to the overall writing and edition towards the finalisation of the Report. The Editor-in-Chief is also expected to write part of introduction and to provide guidance on the application of the methodology and data analysis.

## **3. Specific Duties and Responsibilities**

The Editor-in-Chief will report directly to the SEE University while regularly report to UNDP on the progress and issues. S/he has the responsibility for the overall contents, logical consistency and messages of the report as well as for the substantive coordination of the team (having the individual authors’ inputs on time and maintaining the production schedule)

Specific tasks that the Editor-in-Chief to undertake will include the following:

### ***Methodological guidance to the authors***

- Conceptualize the topic and present to the national experts;
- Consolidate ideas and develop into full the concept of the Report in coordination with national experts;
- Assist national experts in brainstorming and identifying the key issues and hypotheses for examination and the drafting of each chapters;
- Provide methodological guidance, including questionnaire, sampling design and lists of indicators;
- Write the introductory chapter which is the conceptual part of the report (eg. introducing the concept of the Quality of social services, its evaluation and implications towards social services provided, the concept and possible adjusted approach for R. Macedonia, etc.)..

### ***Review and comment draft versions***

- Read and comment initial drafts, request additional inputs, analyses and changes;
- Review the chapters’ drafts submitted by the national experts and submit to the Editorial Board with initial comments and suggestions.

- Communicates with the Editorial Board and peer review group receiving their comments and decides which of them should be reflected and how;
- Communicate with authors on the drafts submitted and make sure the requested changes are reflected in the improved drafts;
- Edit draft versions and assist the author to adapt the writing styles to the Report's standards;

***Consolidate and produce the final full draft of the report;***

- Edit and consolidate draft chapters and the individual inputs into consistent text;
- Provide synthesis and additional writings for the final chapter (Conclusion or Recommendation) and Executive Summary and provide input in foreword of the publication;
- Review and edit annexes;
- Finalize the full draft of the Report draft and ensure the draft is approved by the Editorial Board;
- Review and comment on the draft layout of the publication. Advise the SEE University on the final publication;

***Provide guidance on data analysis***

- Review the data collected from the survey and statistical sources. Communicate with the SEE University and the data collection agency to ensure the methodological consistency;
- Provide guidance to the SEE University on data analysis, indicator computation and data presentation (under the responsibility of the South East European University);
- Advise national experts on the use of data in analyses of different chapters.

***Advise on the preparation of the launch***

- Advise on the promotional events and dissemination strategy;
- Advise on the preparation of the Report's messages (eg. information sheet, leaflets and brochures);
- Guide and prepare the national experts on presentations at public events;
- Participate in the launch and deliver presentation on the concept and methodology of the Report (the promotional events might be organized at several university as well as press conference);
- Contribute to the promotion of the Report through networks and advocate high-profile decision-makers and academia;

The above tasks should be undertaken in ensuring the goals of the report: high standards of accuracy, fairness, and balance in analyses and writing, objective and high quality of evidence-based research and analyses, analyses are of original and reflect endogenous perspectives while free of political bias.

#### **4. Expected outputs**

- The specific concept and methodology for this Report Issue developed. The basic concept of the People-centred Analyse and its methodology (including list of indicators) should be customized to reflect the specifics of the particular topic (quality of social services);
- Introductory chapter written with the elaboration of the quality of social services (targeting, types, quality, provision etc.) from international perspectives;
- Written comments and suggestions to individual authors' inputs;
- Final full draft of the Report, including Annexes, produced and approved by the Editorial Board;
- Power point presentation on the main findings of the report and prepare national experts for presentation at the launch events;

#### **5. Necessary qualifications**

- Strong background in economic, political and social science or other relevant fields;
- Knowledge of social policy issues particularly social inclusion and governance assessment in the context of EU enlargement;
- Competence in applied statistics, and sound knowledge of analyzing sample survey data;
- Good knowledge of transition challenges and Macedonian reality in particular;
- Excellent editorial and writing skills with a proven record of solid analytical non-biased and non-partisan publications;
- Experience in managing multi-authors publications;
- Excellent command of English language. Knowledge of local languages is desirable.

#### **6. Timeline and duration**

Total 30 working days which include on-based and missions. These 30 working days will be distributed for the period between June and November 2009, with the intensive period is expected in September and October 2009.

At least 10 working days should be allocated to in-country missions where the consultant will work on the spot with national experts and the SEE University. This will be allocated as following:

- 4 working days for methodology and concept with national experts (June 2009);
- 4 working days for discussion and advising on the first draft of the Report (September 2009);
- 2 working days for public presentations at the launch events (November 2009).

## **7. Other information**

The engagement of the consultant for this assignment will be administrated by SEE University. A consultancy contract will be prepared between the selected candidate and SEE University.

The total compensation for the consultancy will be made in form of a lump sum payment, which will be made in two instalments:

- 50% Mid -September, upon the review of the first draft of the Report; and
- 50% End of November, completion of the assignment.

Candidates are requested to submit the lump sum financial offer that includes travel costs in USD. The compensation amount will be discussed on a competitive and negotiable basis.

Interested candidate should send CV directly to the Project Manager, Mrs. Hyrije Abazi-Alili [h.abazi@seeu.edu.mk](mailto:h.abazi@seeu.edu.mk). Candidates are advised to send sample(s) of the writing/editing work in related topics in the application, and indicate the expected remuneration (in USD).

Deadline for the expression of interest is 10<sup>th</sup> June 2009.