

Terms of Reference

## NATIONAL EXPERT

“People-Centred Analyses” Report, Issue Nov. 2009

### 1. Background

The project “Strengthening evidence-based policy processes” in the 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 national expert is expected to develop a chapter on **quality of governance** of the People-Centred report according to the agreed structure and guidelines by the Editor-in-Chief and the SEE University. The chapter should analyse the survey data collected for this report with particular emphasis on reporting on indicators that have been used in the first People-Centred Report. More specifically, **quality of governance** will look at the state's capacity to deliver the public goods that a modern European state is expected to deliver, through responsive governance institutions that meet citizens' needs and expectations. In addition, social capital and trust of different actors will be analysed under this section. The section will cover topics such as:

- o Delivery of administrative services
- o Regulatory environment, policy development
- o Performance/responsiveness of institutions
- o Government openness, civil society engagement
- o Transparency, accountability, integrity in government
- o Social capital and trust of different actors.

## 3. Specific Duties and Responsibilities

Under the guidance and coordination of the SEE University and the Editor-in-Chief, the national expert shall be responsible for the following:

1. Take part in the initial meeting for discussing the concept of the report and the specific theme *Quality of Social Services* for Macedonia and in the design of the survey questionnaire.
2. Based on the agreed structure and guidelines provided by the Editor-in-Chief and the SEE University and making use of the collected survey data as well as other available information, write the first draft of the chapter with special accent on comparability to the previous People-Centred Analyses Report as well as new analytical components relevant to the specific theme.
3. Support all analyzed data with graphs, tables, maps, and other illustrations as needed and provide the necessary textual explanations supporting illustrations for each covered area.
4. Provide background information about used sources of information on the specific covered area.

5. Collaborate with other authors whenever possible.
6. Revise the draft chapter according to comments and directions from the Editor-in-Chief, the Editorial Board and SEE University. Carefully review and incorporate as appropriate all suggestions received from peer reviewers.
7. Together with the other experts support the Editor-in-Chief in producing a consolidated executive summary.
8. Participate in all meetings of the project team, UNDP and other stakeholders to discuss the relevance of the People-centred Analyses and all other routine issues.

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**

- Final chapter written according to agreed structure, guidelines and comments from the Editor-in-Chief as well as the peer reviewers;
- Part of executive summary provided.
- Power point presentation on the main findings of the report and presentation at the launch events and other workshops that will be organized for the report promotion

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

- Post graduate degree in social sciences (economics, sociology, international development/international relations, regional development);
- Proven experience in processing and analysing social statistics, including sample-based survey data analysis;
- Knowledge of social policy issues particularly social inclusion and regional development in the context of EU enlargement;
- Good knowledge of transition challenges and Macedonian reality in particular;
- Excellent analytical and writing skills with a proven record of solid analytical non-biased and non-partisan publications;
- Excellent command of English language. Knowledge of local languages is desirable.

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

The estimated 40 working days are on the period June – December 2008. The time allocation is envisaged: June: 4 working days; August – September: 25 working days (full draft chapter completed and improved); October: 10 working days (final draft produced); December: 1 working day.

## **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 gross lump sum payment from 3400 \$USD upon the completion of the assignment.

For further information, please contact the Project Manager, Ms. Hyrije Abazi-Alili at [h.abazi@seeu.edu.mk](mailto:h.abazi@seeu.edu.mk)