

TERMS OF REFERENCE

NGO OPERATING IN THE REGION OF THE MUNICIPALITY OF CAIR

“STRENGTHENING EVIDENCE BASED POLICY MAKING”

1. Background

Strengthening evidence based policy processes – People Centered Analyses Reports Project aims to strengthen national capacities for evidence based policy analysis; and to develop a nationally owned methodology for assessing governance. The People-Centred Analyses (PCA) report series track people’s views on issues such as inter-ethnic relations, social services, and their trust in central and local government. Thorough analyses were made on the segregation and vulnerability along ethnic lines, especially regarding Roma as one of the most vulnerable groups facing poverty and exclusion. The Reports also examine how decentralization is impacting on the delivery of social services at local level, putting special focus on women. Another aspects tackled with the report are the socioeconomic situation of different ethnic groups, the issues of equitable representation, and the role of political parties and leaders.

As the ultimate project goal is to strengthen the capacities of national institutions, in 2009 UNDP partnered with the Southeast European University of Tetovo (SEEU). The preparation and production of the 2010 edition was led by SEEU. The project supported the Government to set-up a system for monitoring and evaluating governance. Undertaking such assessments are expected to result in better understanding among governments and citizens on what democratic governance means. This system will enable the Government to measure the quality of social services and make improvements where needed.y - People-Centred Analyses

The project Social Services for Social Development and Cohesion started at the end of 2010. The main partner of the project is the Ministry of Finance, while other partners are the Ministry of Local Self-government, the National Association of Units of Local Self-government (ZELS), the State Statistic Office, Ministry of Education, Ministry of Labor and Social Policy and other line ministries. So far the project activities were focused at assessing the de jure form of governance in the social service sectors and the fiscal parameters for improvement of social service delivery.

The main implementing partner in the project- Georgia State University team has assessed the situation and provided several policy options for re-arranging the fund distribution system in order to provide more equitable and just service delivery. Several rounds of stakeholder consultations were performed and a policy statement on the reforms is being prepared. In parallel, a dialogue was opened with the State Statistic Office for providing a more suitable data set, for incorporating new variables in the VAT distribution formula, but also for analysis and monitoring. The next steps are issuing of the final documents on expenditure and revenues

assignment studies and a study on capital grants, followed by capacity building activities. In parallel, civil society organizations and academia will be selected and involved in the process. The current project is implemented with the South East European University of Tetovo (SEE University) being the Responsible Party, who will coordinate the production of the Analytical Report, with key findings and recommendations for improvement of the social services, social development and strengthening of the cohesion among the different ethnic communities.

2. Scope of work

NGO is expected to execute the User Satisfaction Survey in the municipality of Cair-Skopje, according to the methodology and guidance of the principal investigator and the SEE University.

3. Specific tasks and responsibilities

Under the guidance and coordination of the SEE University and the Principal Investigator, the NGO will be responsible for the following:

- To propose a list of members and affiliates interested to be sub-contracted by the NGO as a surveyors ;
- To participate at the training for the surveyors (to be organized by the SEEU) and the handover of the survey questionnaires ;
- To execute the survey in accordance with the survey execution plan including the indicative time frame as well as the representative statistical sample provided by the SEEU

4. Expected outcomes

- Provide the requested number of surveys according to the total number of the residents in the municipality of Cair-Skopje.
- Conduct the representative survey (and booster surveys) with the provided questionnaires and the approved sampling design.
- The surveys will be conducted on the basis of face-to-face interviews.
- The NGO will use its own network and means - transportation and logistics – to complete the survey

5. Additional expertise of the NGO

- Experience and qualified staff to conduct the survey implementation
- Resume of latest projects and specify the beneficiary of these projects.
- The budget scale of these projects' budget.

6. Timeline and duration

The assignment is expected to be implemented within the period Dec 2011, mid Jan 2012.

7. Payment schedule

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

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

- 50% will be given at the beginning of the process
- 50% upon the delivery of the total number of the surveys

8. Other information

Interested NGO's should send their proposal directly to the Project Coordinator, Mrs. Shqipe Gërguri s.gerguri@seeu.edu.mk.

Deadline for the expression of interest is 10th of December, 2011.