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1. BACKGROUND INFORMATION

Partner country

Republic of North Macedonia

Contracting authority

Center for Promotion of Sustainable Agricultural Practices and Rural Development (CeProSARD)

Country background

The process of deinstitutionalisation of persons with disabilities since institution care is characterized with insulation of users, collective engagement of living, the absence of users influences on their own lives and advantage of institutional interests before users' own needs. Deinstitutionalisation is based on the understanding that institutional care is harmful and inefficient and represents unethical solution that violates human rights. The country is bound and committed to realize deinstitutionalization as it has signed and ratified the UN Conventions and the EU Convention on Human Rights. Ministry of Labour and Social Policy (MoLSP) undertake activities for deinstitutionalisation and adopt "Memorandum of understanding" (June 2000) between the MoLSP, UNICEF office and World health organization, according to which there will be no enrolment of new users in the institutional care. One of the preconditions for project implementation is the willingness of involved actors to work together in implementation and joint development. In addition to this National Strategy on Deinstitutionalisation 2018–2027, Macedonia has a number of other strategies of relevance and in support of the deinstitutionalisation including – the National Strategy for Equalisation of the Rights of Persons with Disabilities (Revised) 2010–2018, National Strategy on Equality and Non-discrimination 2016–2020, Strategy for Demographic Policies 2015–2024, National Employment Strategy 2016–2020, National Strategy for Old People 2010–2020, National Strategy for Reduction of Poverty and Social Exclusion in the Republic of Macedonia (revised 2010–2020), and the Employment and Social Reform Programme 2020.

The institutionalisation rate (number of institution residents per capita) is low, compared to the EU average and, compared to some neighbouring countries, it is extremely low. This low number of people in institutions does not mean that the upcoming deinstitutionalisation process will be easier, but it could be done in a shorter period of time. The second implication of the low institutionalisation rate is that much of the support and assistance currently is undertaken through the informal sector (i.e. family, relatives, the community). The challenge is to find ways to support and improve the support provided in this way thereby preserving the best practice and supplanting the worst with the appropriate community (action) response that will not damage the existing informal support. Collaboration of and between various actors and services is of vital importance in resettlement. In the future transformed institutions can be a resource of support and monitoring to the foster carers. This kind of networking, collaboration and common effort for the well-being of a user is necessary. An assumption for successful implementation of the project is stable political situation.

Current situation in the sector

There has been an important experience of deinstitutionalization over the last twenty years. The results included resettlement of over hundred residents resettled 23 and the creation of a number of new day centers, group homes and of a network of foster caregivers. Yet the process was of uneven development. The resettlement from the institutions stopped and started a few times and has considerably slowed over the past few years. The goals set ten years ago were not accomplished in terms of numbers of resettled residents, furthermore none of the institutions were transformed completely nor were personalized services or the response by the community adequately developed. The process of deinstitutionalization began with preparation of the users from the Special Institute (SI) Demir Kapija for their resettlement in the community-based units for supported living. As a result, 30 users from the SI were deinstitutionalized. MoLSP recognized the need for development of Strategy for deinstitutionalisation in the system of social protection. National Strategy for deinstitutionalisation 2008-2018 gave favourable results in directing some of the legal framework reforms, but do not

accomplished all goals. On July 2017, MoLSP adopted a Decision to reinstate the process of deinstitutionalization, to develop the alternative community-based services for persons with disabilities and personalized and family support services in the community.

The New National Strategy for Deinstitutionalisation 2018-2027 is based on the accomplished results in implementing the previous strategy. The Strategy targets the problems in the process of social protection and care of persons with disabilities from the Institute and gives recommendations and proposed activities for social care. According to the experiences of the countries where the process of deinstitutionalisation is provided, there is a need for active and efficient transformation of all institutions, quality education of persons engaged for providing social care and services, new methods and organizational structures, participation of Civil Society Sector, inclusion of users and strong coalition for deinstitutionalisation by all stakeholders.

Related programmes and other donor activities

The Government of the Republic of North Macedonia through the Ministry of Labour and Social Policy, started the reform processes in this sector in 2000, and priority was given to the process of deinstitutionalization, i.e. decreasing the number of persons who live in institutions with residential type and improvement of the living conditions in them. Accordingly, a Memorandum of Cooperation was signed among the Ministry of Labour and Social Policy, the UNICEF Office and the World Health Organization, according to which there will be no new admissions of beneficiaries in institutions for social protection. At the same time, more intensive activities for the development of a network of social services for persons with disabilities were started by the Ministry of Labour and Social Policy and by the civil sector.

The Republic of North Macedonia applies the model of foster families and most often social work centres manage the procedures for placement of children with developmental disabilities.

The Ministry of Labour and Social Policy, as a creator and implementing body of the National Strategy on Deinstitutionalization in the Social Protection System (2008 – 2018) has been continuously pursuing the process of deinstitutionalization in the Republic of Macedonia from the very beginning and the activities are primarily directed at providing conditions for support to families that have a member with developmental disabilities and prevention of institutionalization by establishing day care centres and other social services in the place of residence. A fair number of new community services (group homes, day centres) were developed and generally they function well. They are unevenly distributed across the country. Some have developed too high a threshold (or demanding entry level requirements i.e. providing only for higher level capacity individuals) and insufficient skills and resources to support people with intense, high level support needs.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective

The overall objective of the project of which this contract will be a part is as follows:

to provide deinstitutionalisation of persons with disabilities from the residential institutions into community-based supported living settings by providing innovative specialized social services.

Purpose

The purpose of this contract is as follows: supervision of adaptation reconstruction, equipping and granting permission to use the first 3 selected housing facilities in Demir Kapija, Negotino and Veles

3. ASSUMPTIONS & RISKS

Assumptions underlying the project

- Experienced and quality expert available to carry out the tasks in timely manner, with appropriate education and experience.

Risks

No significant risks are identified in regard to the timely and quality carrying out of this contract.

4. SCOPE OF THE WORK

General

4.1.1. Description of the assignment

The assignment within the project Together for introduction of more opportunities and respect (TIMOR) is related to preparation of a Program for training of assistants for community-based supported living of persons with disabilities and its verification in the PI Adult education center.

The assignment is part of the *Activity Cluster 1. "Establishment of conditions for deinstitutionalisation of persons with disabilities"*, activity *A1.1. Preparation of housing facilities for community-based supported living* ; sub-activity *A1.1.4. – Supervision of adaptation reconstruction, equipping and granting permission to use the housing facilities*

4.1.2. Geographical area to be covered

Republic of North Macedonia – municipality of Demir Kapija; municipality of Negotino and municipality of Veles

4.1.3. Target groups

The *key target group* and final beneficiary of the action are the persons with disabilities and their families, local self-government units, national government institutions and social CSOs. Broad range of targeted groups.

Specific work

The Expert will be engaged for:

Supervision of reconstructions of the first three out of 10 selected housing facilities in Demir Kapija, Negotino and Veles. The supervision of the housing facilities will aim that the activities performed are realised according to legal requirements and standards which specifies a range of requirements and recommendations for many of the elements of construction, assemblies, components and fittings which comprise the built environment. These requirements relate to the constructional aspects of access to buildings, to circulation within buildings, to egress from buildings in the normal course of events and evacuation in the event of an emergency. The supervisor should approve that all work undertaken is within the BoQ and the appliances are safely mounted.

Project management

4.1.4. Responsible body

Ms. Svetlana Petrovska who is acting as Project Manager from CePoSARD will be responsible for overall management of this contract.

4.1.5. Management structure

The current management structure of the project related to this contrast is as following:

1. Project Manager: Svetlana Petrovska from CeProSARD, responsible for the overall management of this service contract including the successful and timely carrying out of tasks by the Expert.
2. Project Assistant: Tea Teveva from CeProSARD, will provide assistance to the Project Manager and administrative support for realization of the project activities.

3. Project Coordinator: Iskra Kacarska from ASER, will be responsible for project management activities of the co-applicant ASER, will provide reporting and will coordinate with the Project Manager.

The procedure is in accordance with the EU and organization's procurement procedures from award of a service contract. The contracting procedure follows the nomination of procurement committee of three representatives of the organization, preparation of the Call for engagement of the Consultant for publishing on the Contracting Authority's website, the ToR and draft Contract for this service.

4.1.6. Facilities to be provided by the contracting authority and/or other parties

CeProSARD as Coordinator of the project will be responsible to provide the necessary prerequisites and logistical support to the Expert for successful realization of the assignment. CeProSARD office will be available for all correspondence and consultations matters throughout the Contract duration.

5. LOGISTICS AND TIMING

Location

Republic of North Macedonia – municipality of Demir Kapija, Negotino and Veles

Start date & period of implementation of tasks

The intended start date is **20.09.2021** and the period of implementation of the contract will be 45 days from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

6. REQUIREMENTS

Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

The Expert shall submit CV proving the required capacity and expertise, as well as their financial offer.

6.1.1. Key experts

The Experts must have the necessary professional capacity, skills and the required expertise to deliver the expected result.

Qualifications and skills:

- Bachelor's degree in the field – Civil engineer or architect with knowledge in energy efficiency of housing facilities
- Licence for supervision
- Department of work: Supervision of constructions and reconstructions
- Knowledge of English language
- At least 3 years of experience in direct work in supervision

- Experience in supervision of work at reconstruction and constructions of residential houses or public objects with including infrastructures for people with disability will be considered as advantage
- Experience in working on EU funded project or projects funded by other donors
- Knowledge of International Standard ISO 21542:2011(E); Building construction — Accessibility and usability of the built environment

6.1.2. Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the call.

The costs for backstopping and support staff, as needed, are considered not to be included in the tenderer's financial offer.

Office accommodation

The office accommodation for the Expert working on the contract is Contractor's responsibility.

Facilities to be provided by the contractor

The Contracting Authority is not obliged to provide any facilities for the Expert.

Equipment

No equipment is to be purchased regarding this service contract.

7. REPORTS

Reporting requirements

The contractor will submit the following reports in English in one original and 1 copy:

- **Draft final report** of maximum 3 pages (main text, excluding annexes). This report shall be submitted no later than 7 days before the end of the period of implementation of tasks.

Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 4 days after receipt of comments on the draft final report.

Submission and approval of reports

1 signed copy of the Report referred to above must be submitted to the project manager identified in the contract. The reports can be written in Macedonian or English. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

Definition of indicators

N/A

Special requirements

The residential houses should be prepared according by International Standard ISO 21542:2011(E) ; Building construction — Accessibility and usability of the built environment
