



This project is funded by
the European Union



Terms of Reference

SENIOR STATISTICS EXPERT

- A. Position:** Senior statistics expert
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** “Build up for Social Inclusion Advocacy Platform in Bosnia and Herzegovina #BuildUp4SIAPinBiH”- Will You Stop and Listen
- D. Duration of project:** 01 November 2018 – 30 June 2021
- E. Duration of mission and reporting:** January 2020 - October 2020 (40 expert days)
- F: BACKGROUND**

The Social Inclusion Foundation in Bosnia and Herzegovina (SiF in BiH) with the support of the European Union and UNICEF BiH implements the project entitled “Build up for Social Inclusion Advocacy Platform in BiH” #BuildUp4SIAPinBiH - Will You Stop and Listen. The overall objective of the project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA”. KOMA is a cross-sector network gathering 111 member organisations and private entities promoting and advocating for rights and social inclusion of the marginalized group in the society.

Strengthening CSOs networking for human rights advocacy is an important step in the process of capacity-building of CSOs and, ultimately, in changing relevant social public policies through advocacy. Due to deficiencies in the existing legal and regulatory framework in social welfare, which is status-based and gives preferences to certain groups of population as an address to dealing with the consequences of war in 1992-1995, many vulnerable groups have limited access to resources and services within the social protection system in BiH.

Therefore, the SIF in BiH, which also acts as the Secretariat of the KOMA, through the Action will endeavour to strengthen the role, capacity and visibility of the KOMA through the four main Project’s components:

- 1) Research and analyses of current needs and core documents development
- 2) Capacity building and deepening the networking of the cross-sector network Coalition of Marginalized Groups in BiH (KOMA)
- 3) Social inclusion advocacy activities
- 4) Communication and visibility activities

a) The Project component 1 will deliver two social policy papers and one exhaustive study. The first social paper will analyse the current situation as to the social inclusion in BiH and will serve as a situation analysis of the current needs and previous achievements in the sector of social inclusion in BiH as well as provide an overview of related adopted legislation and ratified international standards as a ground for the preparation of the Social Inclusion Strategies at the Entities and Brčko District levels. The second social policy paper will serve as a practical guidebook on what is required to be done in order for an inclusive society to be created in BiH that would provide for further support in preparing the Social Inclusion Strategies at the Entities and Brčko District level. The third output will be preparation, development and publishing of the study “Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District levels” with the aim of providing an expert basis for initiation, preparation and drafting of Social Inclusion Strategies for FBiH, RS and BDBiH.

b) The Project component 2 will work on capacity-building and deepening the networking of the cross-sector network of Coalition of Marginalized Groups in BiH – KOMA through a series of 5 consecutive specialized training sessions/workshops for KOMA CSOs members.

c) The Project component 3 is designed to deliver lobbying/advocacy meetings, roundtables and SWOT-PEST workshops with the aim of building broad patterns of high quality collaboration between different stakeholders dealing with social welfare reforms in BiH.

d) The Project component 4 concerns the communication (plan) and visibility of the Project’s activities with the strong accent on the outreach component of the project providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion as well as production and placement of communication material, promotion and event management and media placement.

G: OBJECTIVE OF THE “BUILDUP4SIAPINBIH” PROJECT

The overall objective of the “BuildUp4SIAPinBiH - Will You Stop and Listen” Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA” which will be achieved through a) research and analyses of current needs in the sector of social inclusion, b) capacity-building activities of the KOMA members, c) social inclusion advocacy activities with all relevant stakeholders and d) visibility and communication activities providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion.

H. SCOPE OF WORK

The expert will be engaged to take part in the preparation and development of the statistical data and analysis for the study – „Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District levels”, under the supervision of project partner IBHI which is in charge of this activity. As the name of the study indicates, the idea behind development of this study is to provide expert analysis for developing Social Inclusion Strategies for the Entities and Brčko District levels, focusing on the most vulnerable categories in the society, particularly on the children. The preparation and development of the document requires the engagement of the Senior Statistics Expert who will collaborate with the three senior social inclusion experts and team-leader in order to produce the document.

The scope of the work of this contract is connected to the project Component 1 and builds on the activities previously carried out by KOMA. The deliverables of the contract will bring KOMA up to speed with the present state of play and more active and effective approach of KOMA in advocating for the preparation of the Social Inclusion Strategies, addressing social inclusion issues and further strengthening of the capacities and cooperation among member CSOs representing marginalized populations. As foreseen by the project, the focus of KOMA will be to improve situation in the field of social inclusion of marginalized populations, with reference to the following sectors, but not limited to: social protection, education, labour market, etc.

Please note that the relevant document for the preparation of the study are

- “2018 Communication on EU Enlargement Policy - Bosnia and Herzegovina 2018 Report”. The respective document outlines the necessity to “...allocate funding, apply and monitor the implementation of the strategies and action plans for the social inclusion of vulnerable and marginalised groups.”
- EC Opinion on Bosnia and Herzegovina's EU membership application from May 29th, 2019
- First policy paper “Towards the European Union – Key Social Inclusion Issues in BiH”
- Second policy paper “Towards European Union – Recommendations for Improving Social Inclusion in BiH”

TASKS AND DELIVERABLES

- Expert outputs will be related to the Project component 1 “Researches and analyses of current needs and core documents development, and in particular the

sub-activity 1.3 Preparation, development and publishing of the study – „Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District level“

- The Expert will be responsible for performance of all activities under this contract and will work under the supervision of the team-leader
- The Expert will also use all the deliverables to promote the EU assistance in the area of social inclusion in BiH.

The base of the work for the expert will be the work produced by the three social inclusion senior experts, for both Entities and District Brčko. The deliverables of the contract must be in line with the relevant document for the preparation of the study, stated in the previous section.

SPECIFIC TASKS AND DELIVERABLES:

- Research and analysis of official statistical data regarding the subjects of the study
- advanced quantitative and qualitative analysis of the gathered material;
- Effective presentation of the statistical analysis through the use of written reports and data visualizations;
- Gathering of the material produced by other experts working on the document;
- Provision of consultations to the team members;
- Consultations and interviews with relevant stakeholders;
- Participation in team meetings and meetings with the team-leader upon the request;
- Close cooperation with the team members and team leader;
- Communication with the Contracting Authority (CA) on the content of the deliverables and accepting the comments of the CA;

I. COPYRIGHTS

The content of information received only after the contract signature and during the assignment as well as all the material produced during the assignment is subject to protection and is owned by the SIF in BiH, EU Delegation in BiH and UNICEF. It may not be used either in its entirety or in part by third parties without consent of the Owner. The use of information is possible and justified only if it is a part of the activities of the implementing project.

J: QUALIFICATIONS OF THE EXPERT

General professional experience:

- At least 10 years of general professional experience
- BA degree preferably in statistics, mathematics, computer science or related field
- Fluency in BCS and English language

Specific professional experience:

- At least 5 years of experience in working with statistical software
- Strong research and analytical skills, as well as practical experience cross referencing big quantity of data, which is to be proven by the list of conducted statistical reports or reviews
- Proven ability to communicate difficult and complex concepts to colleagues possessing limited or no knowledge on statistics
- Knowledge of the FBiH, RS and BDBiH political scene, socio-economic scene, media and civil organizations, which is to be proven by the list of provided consultancies for the authorities or CSOs on the topics of relevance, list of authored papers on the topic of relevance, membership in working groups and an oral interview with a candidate.

K. REPORTING

The Expert will be in the regular correspondence with the Contracting Authority.

After the expert delivers the material for the activities under the contract, the Contracting Authority may provide suggestions and comments within maximum 5 working days after the deliverable has been provided. After the receipt of the comments, if any, the Expert will incorporate the comments and suggestions into the document within the maximum of 5 working days and resend them to the Contracting Authority. The Contracting Authority will confirm the acceptance of the material by e-mail.

Also, the Contracting Authority will inform the Expert on any changes in the project or relevant legal base and legal and procedural documents that may affect the work of the Expert, as soon as the Contracting Authority comes into possession of this information. The correspondence will be done via e-mail in English language.

L. Submission and approval of reports

The deliverables above in the form of documents must be submitted to the Contracting Authority. The Contracting Authority will confirm the acceptance of the material by e-mail.

M: Timeline

Timeline of the tender procedure

	Indicative Timeline
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Announcement of the tender	06/12/2019
Closure of the tender	20/12/2019
Selection of bids	23/12/2019

Timeline of the submitting deliverables

Deliverable	Indicative Timeline
Research and analysis of official statistical data regarding the subjects of the study	January- July 2020
Gathering of the material produced by other experts working on the document	April 2020
Advanced quantitative and qualitative analysis of the gathered material	April- July 2020
Effective presentation of the analysis through the use of written reports and data visualizations	April-July 2020
Participation in team meetings and meetings with the team-leader upon the request	Throughout the contract
Provision of consultations to the team members	Throughout the contract

The payment for the work will be defined in Contract and will be made based on Contracting Authority (CA) administrative procedures.

The qualifications and skills such as general and specific professional experience are eliminatory upon evaluation.

N. Method of submission and deadline

All interested applicants must submit the proposal in English language. The proposal should include **CV of the expert with detailed information, as requested by the section J: Qualifications of the Expert of this document.**

Note that SIF in BiH may, at any point before or after the contracting, request the proof documents of the references, experience and qualifications.

All interested applicants must submit the proposal in English language no later than the **20th December 2019 by 5 p.m.**, by email to **sif@sif.ba**

For any additional questions you may have, please contact us at: sif@sif.ba with the subject: QUESTIONS for the Application for Senior Statistics Expert.