

Annex 1

Tasks (Scope of work) of the Local Consultant engaged to support the development of Standard Operational Manual

The Local Consultant will be hired to provide necessary information, data and materials to the International Consultant who will be tasked to develop the Capacity Needs Assessment Report, Standard Operational Procedures Manual and provide guidelines for introduction of Laeken indicators. The Local Consultant will prepare a report outlining both the entire assignment process of the Local and International Consultant and providing a substantive overview of the outcomes of the activities conducted. In particular the Local Consultant will perform the following tasks:

1. Provide support to the International Consultant in developing detailed work plan defining specific tasks and actions in line with the TOR and within a reasonable time frame;
2. Provide necessary information, data and materials from involved institutions to the International Consultant needed for preparation of Capacity Needs Assessment, Operational Procedures and introduction to Laeken indicators;
3. Desk review of relevant data, legislation, strategic documents, policy areas, as well as key studies, surveys and analysis in order to map the existing situation as support to the findings of the reports prepared by the International Consultant;
4. Meet with key stakeholders, and include their feedback and recommendations in the Assessment and Standards Operational Procedures;
5. Accompany the International Consultant during the seven day Mission to the Duty Station (Skopje) and sum up recommendations provided at the meetings by institutional representatives regarding Standard Operational Procedures and applicable Laeken indicators and submit them to the International Consultant for the final reports;
6. Conduct two one-day training workshops on the draft Standard Operational Procedures Manual and summarize the feedback provided by the participants of the Technical group to be submitted to the International Consultant for the final version of the manual.

- **Deliverables:**

The local consultant is expected to prepare a report, accompany the International Consultant during the seven-day Mission to the Duty Station and conduct two workshops:

1. **Prepare a report outlining both the entire assignment process of the Local and International Consultant and providing a substantive overview of the outcomes of the activities conducted. The report will include specific recommendations for the Capacity Needs Assessment Report, Standard Operational Procedures Manual and Guidelines for identification of applicable Laeken indicators. The report should contain:**
 - summary of relevant working materials, data and specific recommendations submitted to International Consultant regarding monitoring and evaluation needs, Standard Operational Procedures and Guidelines for identification of applicable Laeken indicators; the report will recommend follow-up steps with the Departments within MLSP for monitoring and evaluation capacity building actions (ex. trainings), propose cross – sectoral and institutional tools for

- effective coordination and data sharing as well as map out the current situation as regards possibility of introducing applicable Laeken indicators;
- results of the workshops delivered and feedback provided by involved target groups;
 - contact lists of stakeholders met;
 - general overview of the activities conducted, foreseen with the work plan;
 - list of legal and regulatory frameworks, incentive systems, strategic documents and policies on social inclusion monitoring and evaluation practices;
- The draft version of the report is expected to be developed by 25th September 2010;
 - Once the draft version is reviewed the Local Consultant will prepare final version by 15st October 2010 and submit it to the International Consultant;
2. **Accompany the International Consultant during the seven-day Mission to the Duty Station and submit meeting notes and recommendations to the International Consultant to be integrated in the final capacity needs assessment**
 3. **Two workshops conducted to provide further inputs into the Operational Procedures Manual by the relevant institutions. The recommendations from the workshops will be submitted to the International Consultant to be integrated in the final version of the SOP Manual.**