



TERMS OF REFERENCE

Background

The project “Health Up - Contribution of civil society to strengthening partnership dialogue and cooperation between non-governmental and governmental sector in the health system” is developed to initiate changes in inter-sector cooperation by providing cooperation mechanisms and communication channels via further strengthening of policy dialogue of relevant actors in the health system in Montenegro. It is based on the findings from the relevant studies and strategic documents available at the national level. As stated in the *EC Progress Report 2014 for Montenegro*¹, an empowered civil society is a crucial component of any democratic system and should be recognised and treated as such by state institutions. Also, a sustainable system of public funding for CSOs and an appropriate institutional framework need to be further developed. Regarding the *Chapter 28* and the area of public health, *Progress Report*² clearly recognizes the need for continuation of legal alignment and administrative capacity building. It also states that due attention needs to be paid to *acquis* enforcement and the application of EU quality and safety standards, in particular in the area of public health. All these remarks spotted by the EC, together with the situation on the ground and evident weaknesses and gaps in the public health care system, initiated this joint action of three NGOs.

Preparation of this action was initiated by CAZAS and reinforced by the team of two additional prominent NGOs – Association Parents and SOS Telephone for Women and Children Victims of Violence Podgorica. These organisations gathered around the issue of unfavourable position of health services consumers in nowadays inefficient, ineffective and quite archaic health care system in Montenegro that faces greater challenges and issues than ever. They equally participated in all preparation activities and this will continue during the implementation as well. Other partners on this project are Ministry of Health (MoH), Institute of Public Health (IPH) and Secretariat for Social Welfare of The Capital Podgorica. During preparations the team consulted the MoH, IPH, The Capital Podgorica and the CSOs active in this area.

The general aim of the Action is developing participatory democracy by empowering and strengthening capacities of CSOs to play essential role in influencing the policy making and decision making processes in the area of health. More specifically, it aims at establishing a strategic partnership between CSO and governmental sector in order to improve the health care system through strengthening capacities and developing mechanisms for cooperation between CSOs, government and private sector, developing capacities of Coalition of CSOs for active participation in planning and implementation of relevant policies, strengthening capacities of key stakeholders for joint actions through public advocacy initiatives and joint appearance in front of the donors, and increasing the level of awareness and information of general and professional public on the citizens’ rights in the health care system.

¹ EC Progress Report 2014 for Montenegro

² Ibid.





Objective of the Assignment

The objective of the assignment is to develop a Guide of Good Practices in the area of health, available in the countries of the SEE region and EU countries. It will provide an insight into existing models of operation of these types of services in the selected countries. Information, research results and review of the functioning of these services will be collected through regional and international networks, as well as through existing reports of international organizations and institutions.

This document will have importance and influence not only at the national level, but also on the regional level through cooperation of numerous CSOs from the country, the region and the world.

The Guide will be a combination of desk review of existing practices in Montenegro and the European region, field visits to the relevant counterparts if necessary and one-on-one and group meetings/conference calls with relevant actors. There will be organized a presentation of the publication, as well, involving all key stakeholders at the national and local level.

Based on data collected from various sources, the goal is to illustrate the existing good practices in the country and abroad, thus creating a clearer picture about the necessary changes, recommendations for improvement and/or concrete actions at the national level. This is especially important having in mind that Montenegro until nowadays still did not put in place the system of accreditation and licensing of social services provided by CSOs. Through the presentation and distribution of this Guide, we wish to provide quality and accessible information all in one place, so that professionals who deal with this matter and decision makers can have insight into the quality of such programmes, thus increasing awareness of usefulness of long-term support for these services.

Hence, CAZAS is seeking for **an international/regional consultant** with proven track record in this area, fluently speaking Montenegrin (Serbian, Croatian, Bosnian) and English, and can clearly communicate in these languages. The consultant will work with national/local consultant and project team who will assist him/her in timely delivery of the assigned duties and responsibilities.

Duties and Responsibilities

The incumbent is expected to carry out following duties and responsibilities:

- Conduct an in-depth research, a combination of desk review of existing practices in Montenegro and the European region, field visits to the relevant counterparts if necessary and one-on-one and group meetings/conference calls with relevant actors;
- Analyse existing examples of good practices in the country and abroad, thus creating a clearer picture about the necessary changes, recommendations for improvement and/or concrete actions at the national level;
- Provide set of recommendations for decision making authorities with clear explanations why sustainability and existence of social services in CSOs are important for the country;
- Propose recommendations for optimizing costs and minimizing identified risks;
- Create a successful advocacy tool to assist CSOs to clearly and successfully present their cases to the government/public authorities and decision makers.





Indicators of Performance

The measurable indicator of performance is:

- A Guide, containing situational analysis, comparative analysis from the European region (SEE and EU), including recommendations for improvement aimed at decision making authorities.
- An analysis of existing examples of good practices in the region and the EU, including recommendations for improvement aimed at decision making authorities;
- A successful advocacy tool for CSOs.

Support and Deliverables

The consultant will report to the Programme Director in CAZAS and project team unit. Daily supervision will be conducted by the Programme Manager.

In carrying out this assignment CAZAS will provide the necessary background documents. If deemed necessary, the consultant will conduct meetings with various stakeholders in the country.

The consultant is expected to provide CAZAS with a draft output of the Guide 10 working days into the assignment. This would be followed, in 5 working days, with feedback and comments provided by the Project Team and other CAZAS staff. A final draft of the report would be shared within 3 working days following receipt of the feedback.

Consultant Qualifications

The consultant should have:

- Academic background in health economics, social sciences, law, public health and/or economics, as well as experience commensurate with the task required;
- At least three years of experience in carrying out such analysis and implementing the recommendations arising from such reviews;
- Successfully worked in an international arena;
- Be familiar with “network” organisations; and,
- Excellent report-writing and human relations skills.

Contract Arrangements

The assignment is expected to begin 15 August 2017, and is expected to last a total of 18 working days over a two months’ period, due to commence no later than 20 October 2017. The consultant will have a day to day reporting relationship with CAZAS. This work will be performed from any place with reliable internet connectivity.

Available budget for this consultancy is 1400 EUR, gross amount. The consultant’s fee may be reduced if the assignments/deliverables are not fulfilled to the required standard. In a case of serious dissatisfaction with the consultant’s performance the contract may be terminated in line with CAZAS’ rules and procedures and as spelled out in the contract.

How to Apply

Qualified candidates are requested to apply with following subject line: International Consultancy on developing a Guide of Good Practices. Applications must include a cover letter, CV, daily fee requirements, and outline of the methodology to be used. Applications can be submitted to the following email – office@cazas.org by 4th of September 2017 by 23:59 CET. **Only full applications will be considered.**

