

**Council of Ministers of Bosnia & Herzegovina
Directorate of Economic Planning**

Bosnia & Herzegovina Enterprise Sector Recovery Fund

INTERNATIONAL RESIDENT ADVISER, SOCIAL SECTOR

ESRF Secretariat

TERMS OF REFERENCE

1. Background

The Enterprise Sector Recovery Fund (ESRF or the project) is a harmonised technical assistance fund with up to EUR 15 million of financing provided by the Governments of the Netherlands (RNE), Sweden (Sida) and the United Kingdom (DFID). Additional donors will be sought to expand the harmonised financing available to support the objectives of the ESRF. The Directorate for Economic Planning (DEP) is establishing a Secretariat to support the administration of the ESRF.

A full copy of the Joint Project Memorandum (JPM) which provides further information regarding the ESRF and Secretariat can be found at <http://www.dep.gov.ba/en/>. It is strongly recommended that potential candidates for this position review this document before applying.

Objectives of the ESRF

The primary objective of the ESRF is to alleviate poverty by assisting the transformation of the BiH economy according to the priorities defined in the Medium Term Development Strategy (MTDS).

The second objective of the project is to encourage the development of a single market within Bosnia. This will be achieved through: (a) the reform of pension and health care financing and administrative systems to create uniform record keeping and information technology which would facilitate the movement of labour between the Entities; and, (b) improvements to the business environment (primarily business licensing and regulatory procedures) to facilitate cross-country commercial operations. This has further been emphasized by the medium term priorities of the EU Partnerships for Bosnia and Herzegovina, under "Existence of the Free Market and Structural Reforms" section.

The third objective of the project is to encourage dialogue and co-operation between the Entities and the State in the economic sphere. This will be achieved through the BiH governance structure of the ESRF which will include a strong

role for a Steering Committee composed of two representatives from each of the Entities and the State, plus the Director of DEP, in setting policy for the use of the ESRF's resources; and, to supervise the day-to-day operations of the ESRF and to select the management of the ESRF's secretariat.

Role of the Secretariat

The Secretariat is responsible for administering the pooled TA funds in the ESRF. This role includes establishing strong lines of communication between the Secretariat and the Entity-level Project Implementation Units (PIUs) channeling Entity and State-proposed projects to the ESRF, regular communication between the Secretariat and the Donor Council, and between the Secretariat and the Steering Board. The Secretariat is responsible for: helping the Entities and the State to develop projects which can be financed by the ESRF; co-ordinating with other bilateral donors to ensure that the ESRF's efforts are not duplicative; overseeing and providing technical inputs for the procurement process administered by project implementation units (PIUs) in each Entity; monitoring project implementation and providing reports to the Donor Council; and, preparing the annual budget of the ESRF.

The satisfactory performance of these multiple responsibilities requires skilled technical advice to support the project development, project oversight, and donor co-ordination aspects of the Secretariat' work. To provide this advice, the services of three resident advisers (one each for the social sector, business environment reform, and enterprise restructuring) and one part time (donor co-ordination) adviser will be provided to the Secretariat.

2. Terms of Reference

The services of a consultant to serve as Resident Adviser, Social Sector, to the Secretariat projects department of the Secretariat are now required.

Scope of Work

The types of projects and activities undertaken by the ESRF and Secretariat will, in large measure, be determined by the priorities within the framework of the MTDS of the beneficiaries, as expressed in the annual budget of the ESRF. Accordingly, the services to be provided by the resident adviser pursuant to these terms of reference are indicative only: the exact role of the adviser will evolve in line with the activities of the ESRF and candidates for this position must be prepared to demonstrate considerable flexibility and adapt their work to the evolving needs of the Secretariat.

Responsibilities & Tasks

Reporting to the Executive Director, Projects (EDP), and working alongside a BiH counterpart member of the Projects Department staff, the adviser will:

- Develop an active working relationship and strong lines of communication with the PIU's and social sector line ministries in each Entity. The adviser will work with the social sector line ministries in each Entity (e.g. Ministry of Health and Social Protection of Republika Srpska or Ministry of Labour and Social Policy of Federation of Bosnia and Herzegovina) to identify potential projects for ESRF financing, in line with the policy objectives of the ESRF;
- Where possible, identify opportunities for developing social sector projects simultaneously in each Entity which offer opportunities for economies of scale in the provision of ESRF-financed goods and services; and/or, are projects where the adoption of common technical standards in social sector institutions between the Entities would improve the potential medium-term impact of the projects;
- Provide technical support to the project proposal preparation activities of social sector line ministries in each Entity. This work will encompass, inter alia: assisting with preparation of project proposals; preparing terms of reference, specifications, cost estimates, and other documents required for the procurement of goods and services for a project;
- As requested, act as a technical adviser and/or member of tender evaluation committees for social sector projects;
- Prepare recommendations to the EDP, General Director and Donor Council regarding the financing of social sector projects proposed to the ESRF. This will likely also include liaison with the advisers to the Donor Council and may include presentation of briefings for the Secretariat Donor Co-ordination Committee, and/or direct discussions with bilateral donors engaged in the BiH social sector;
- Carry out regular monitoring and reporting on the implementation of ESRF-financed projects in the social sector. This will include the preparation of reports for review by Secretariat management, the Steering Board, and the Donor Council;
- Contribute to the preparation of the annual projects budget of the ESRF, and amendments to the budgets as required;
- Assist with the drafting of the annual report of the ESRF with respect to project and donor co-ordination activities; and,

- Undertake such other tasks relevant to the purposes, objectives and operations of the ESRF and Secretariat as may be directed by the EDP.

3. Profile of the Adviser

The adviser will be a specialist in at least one, and must be able to demonstrate significant knowledge and experience of at least one other, of the following sub-sectors of social sector public administration: (a) public health financial management and administration; (b) labour market reform; (c) unemployment insurance reform and finance; (d) employment creation and retraining schemes; (e) pension administration and finance.

Specialization will be demonstrated by a track record of senior level achievement in the design **and** implementation of social sector projects, and experience covering work in more than one sub-sector would be a considerable asset. Relevant social sector experience – which may also have been gained in a managerial rather than advisory role - in the transition countries of Central and Eastern Europe, and particularly in the former Yugoslav countries, would be an advantage.

Experience in the design and costing of social sector technical assistance projects would be an asset, as would experience working with World Bank guidelines for the procurement of goods and services.

Fluent (written and spoken) English is required, and knowledge of local languages would be desirable.

The adviser should have strong written and oral reporting and presentation skills, supported by the diplomatic skills required to work with multiple institutions, donors, and government structures.

4. Terms of Contract

This position is based at the Secretariat offices in Sarajevo and is offered on a full time residential basis only. The initial appointment will be for a period of 18 months, renewable for up to a further 18 months, with the possibility of further extension. Up to 20 work days (excluding public holidays in the Federation of Bosnia and Herzegovina) absence per annum will be permitted, subject to agreement with the Executive Director Projects (EDP).

Roles and responsibilities are as specified in Section 2. The consultant will report to and be supervised by the EDP.

The Secretariat will provide the adviser with suitable office facilities, including a computer workstation, at its headquarters in Sarajevo. Frequent travel to Banja

Luka will be required, and authorized expenses will be fully reimbursed by the Secretariat.