

Terms of reference: Social Development Specialist

Responsibilities of the Social development specialist:

The Social development specialist is subordinated to the Executive Director and also executes other tasks within the PCU, as identified by the ED.

The specialist has the following general responsibilities regarding the supervision and implementation of the component 1 activities:

- **Supervision of review and appraisal activities for sub-components 1.1 and 1.3**, which consists of the acceptance, verification and registration of the CSERP sub-projects proposals at the appropriate level (RCUs and CCUs, evaluation of the population participation in sub-projects identification, as well as evaluation of community's capacities to implement the sub-projects proposals, evaluation of social impact, assurance of the sustainability of facilities proposed for renovation after their putting into operation, technical and legal evaluation of sub-projects's feasibility, costs estimation, economical evaluation, determination of the amount of investments into the communities, preparing and advancing the sub-projects for approval;
- **Supervision of implementation monitoring by RCUs and CCUs in their** works on-site, verification of implementation within the terms stipulated in the contract, information of the population, provision of control on the payments and transparency of investments used for the projects implementation, assistance to RCUs and CCUs in dealing with Community Implementing entities and development of the capacities of the community;
- **Technical assistance** to the RCUs and at different stages of the subproject cycle, including: (i) reinforcement of personnel capacity and standardization of procedures, compliance ; (ii) instruction of local consultants hired, (iii) communication to local and regional authorities on problems related with the CSERP objectives, subprojects typology, identification, implementation and assurance of the subproject sustainability; provision of technical assistance to RCUs and CCUs in following CSERP procedures and mechanisms, monitoring of the implementation of the CSERP objectives, instruction and technical assistance of private contractors in problems related to the contracts conditions, following norms and standards, filling up operational documents, subproject implementation and transfers according to the CSERP procedures.

The Social development specialist has the following specific responsibilities:

- 1) Manage the activities of the sub-components 1.1 and 1.3, planning activities, results analysis and reporting on the work executed according to stated terms.

- 2) Organize the aggregation/recording of the sub-projects submitted to the RCUs and CCUs, and present the sub-projects to the Executive Committee.
- 3) Gather information from RCUs and CCUs on subprojects proposal localization and transmit all information to CROMAC for early diagnostic;
- 4) Maintain constant contact and flow of information with CROMAC on all demining aspects and activities;
- 5) Maintain constant relations with the regional and local specialist, on all training activities and inter-relations with subcomponents 1.1 and 1.3
- 6) Organize the evaluation by national committee(if relevant), prepare and present sub-projects for approval;
- 7) Oversee the unit price database.
- 8) Assist the Executive Director in developing the annual work programs and reports for subcomponents 1.1 and 1.3.
- 9) Supervise all activities related to subcomponents 1.1 and 1.3 lead by RCUs and CCUs personnel
- 10) Organize communities' performance supervision and CCUs/RCUS assistance in order to assure the sustainability of the social facilities /services rehabilitated with the support of the CSERP.
- 11) Report periodically to the Director on problems arising in the projects' realization and necessary investments related to the change of sub-projects' costs evaluations.
- 12) Establish good relations with the relevant sector Ministries and other related institutions to ensure that national norms and standards are met and licenses/non objections for construction or renovation works are issued without delays.
- 13) Monitor the payments to be made for the sub-projects.
- 14) Participate in the selection of professional regional and local personnel and local consultants working on the sub-components. Organize periodical training and consultations to keep a high level of these specialists' professionalism.
- 15) Direct, with the assistance of the training specialist, the process of training of the potential local private contractors.
- 16) In his activity, contribute to the CSERP promotion, as well as to the development of the operational documents, evaluation criteria, improvement of CSERP procedures and successful achievement of the objectives.
- 17) Establish and keep working relations with the officers and consultants of the World Bank and other international and national organizations, which will contribute to the realization of the CSERP.
- 18) Verify and keep updated the MIS data regarding activities carried out under the sub-components 1.1 and 1.3 and to assure their compliance with the financial data of the Administrative Department.

Necessary qualifications:

- Master degree (or equivalent) in a specialization relevant to the terms of reference particularly in, rural and family socio-economy, or social works

for vulnerable populations. A combination of several specializations is an asset.

- At least 5 years of professional experience in a similar field of activity; the candidate must have proven his (her) skills in grassroots support, monitoring and management of sub-projects in rural areas;
- At least one year of managerial experience; the experience must include tasks in financial and administrative management, public relations and communication.
- Experience in working with international organizations providing support in social or socio-economic fields;
- Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
- Experience in working in multi-ethnic settings will be an advantage
- Computer skills (Word, Excel, Access)
- Fluency in Croatian and English.
- Have a clean police record, dispose of all civil rights and no previous implication in embezzlement

Working conditions:

The Specialist will be stationed in the PCUU office in Zagreb, but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.