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EXPERTS FOR SOCIAL MAPPING IN LOCAL MUNICIPALITIES

General information

Brief information on the project

The Center for Democracy Foundation (CDF) is a non-governmental, non-profit organization that deals with the promotion and protection of human rights, the development of the rule of law, democracy and the encouragement of citizens to participate in decision making processes.

The Center for Democracy Foundation participates in the consortium of organizations implementing the "Platform - Sustainable Development for All" project (hereinafter: "Project"), which consists of the Ana and Vlade Divac Foundation, CEVES, the Belgrade Open School, the Belgrade Fund for Political Excellence, Timok youth center and CDF. The project is dedicated to the promotion and establishment of a dialogue in the society about the sustainable development goals (SDGs) determined by the UN Strategy Agenda 2030.

The project is implemented through three pillars: social, economic and environmental. Activities within the social pillar are coordinated by the Ana and Vlade Divac Foundation (Coordinator of the Pillar) with CDF as a partner. (The Ana and Vlade Divac Foundation and FCD concluded a Partnership Agreement regulating mutual rights and obligations and division of work on particular activities.) Activities within the Economic Pillar are implemented by Ceves, and within the Environmental Pillar by Boš with partner BFPE. The project is financed by GiZ and SDC.

The social pillar is focused on the following SDGs: 1. Eradication of poverty (No poverty), 2. World without hunger (Zero Hunger), 3. Good Health and Wellbeing, 4. Quality education, 5. Gender equality (Gender Equality). In the first phase, which lasted from 2020 to July 2022, activities were carried out at the national and local level and the online portal www.sdgs4all.org was created. The platform has already achieved significant and tangible results in the first phase of the project - it produced based on evidence and participatory defined priorities and a vision for the development of Serbian society (Priority Report); developed systematic mechanisms for monitoring and evaluating progress towards the implementation of the 2030 Agenda (monitoring report); identified key development issues and initiated regular policy-oriented dialogue and advocacy around these issues (thematic groups, followed by evidence-based policy recommendations); and made an effort to promote its results to dozens of different stakeholders (annual conference, public events and numerous other promotional activities). Since the full implementation of the 2030 Agenda requires the efforts of both state and non-state actors, in the previous period a multi-stakeholder cross-sectoral platform (i.e. partnerships between civil society in its diversity, together with businesses, cities, regions, local parliaments) managed to make the SDG comprehensible to different stakeholders and citizens and make them aware of the SDGs and the benefits that their implementation would bring for the benefit of citizens.

The work of the Platform has continued as of October 2022 and will last until May 2025, based on the knowledge created and the goals achieved in the previous period. The focus in the second phase will be on the representation of certain public policies so that decision-makers consider public policy proposals from civil society, participate in public dialogue about them and include them in public policies, transfer of knowledge about sustainable development, connecting interested parties in public dialogue, monitoring of drafting Voluntary National Report (VNR) and others. Within the Platform, the consortium members undertake advocacy initiatives, conduct inter-municipal learning activities, prepare and publish annual monitoring report on the implementation of the Agenda. In the second phase the Platform will focus on concrete policy work and advocate for changes to the legislative, normative and institutional framework related to the 2030 Agenda, both on national and local level.

One of the activities of the Social Pillar, referred to as Social Mapping Research in five selected cities/municipalities is to be implemented in the second phase of the Project.

Description of the Social Mapping Activity within the Project

The overall aim of the Social Mapping Research is to support LSGs in the investigation of the needs of their citizens and to improve local planning processes by making them more inclusive and participatory. The aim is to collect data about the needs of citizens in five selected cities/municipalities and to incorporate this data in the future local development plans and other local development policies. Through the anticipated inclusion of the vulnerable groups in the planning processes, the proposed activity should contribute to enhancing social inclusion and fostering social cohesion at a local level. By having the vulnerable people in the center of this activity, Divac Foundation and CDF will be most directly promoting the Leave no One Behind – LNOB principle, which is at the heart of the 2030 Agenda implementation process.

The methodological approach foreseen for Social Mapping Research has been designed on the basis of the draft questionnaires developed within the frame of another GIZ project – Social Rights for Vulnerable Groups (SORI) and adjusted to serve the purpose of this specific activity. The first Social Mapping exercise, based on the adjusted SORI questionnaires, was carried out by the Public Finance Reform – Agenda 2030 Project in the City of Zaječar, during the Project's previous phase. This activity will be based on the already tested methodology and will serve for evidence-based preparation of local policies in five additional municipalities. Key findings and recommendations should be used to design local development plans and other local policies that meet the needs of all citizens and are in alignment with Agenda 2030 and SDGs. In that way, the Social mapping research will enable mainstream the 2030 Agenda and LNOB principal on local level in five selected cities/municipality and ensure that the planning processes are conducted in a participatory and evidence-based manner and that the local development plans and other local policies to be developed address the needs and priorities of the local population, particularly the most vulnerable groups.

Cities/municipals will be selected, based on the pre assessment, among those where Social Pillar is implanting the local level activities (Arilje, Požega, Užice, Apatin, Sombor, Ruma etc). In order to improve the capacities of local municipalities in implementing LNOB principles and meeting the needs of all citizens in their society, especially the most disadvantaged groups of people, thus making local policies participatory and evidence-based.

This activity will be conducted from May 1, 2023 to May 31,2025 and envisages the following set of sub activities:

1. Pre assessment and selection of cities /municipalities
2. Consultation with the representatives of five selected municipalities about the method

and scope of the social mapping and focus on vulnerable group(s) including defining the sample for the field survey, and stakeholder interviews to be conducted in accordance with the municipal priorities, national and local legal framework.

3. Development of an action plan for conducting social mapping (defining time-line, milestones, scope of mapping, sample). Development of a questionnaire for the field data collection. The questionnaire should cover five main risk factors: Discrimination, Geography, Governance, Socio-Economic Status and Shocks and fragility
4. Providing training for the interviewers that will be hired by a research agency for field survey that will conduct data collection on the field and providing mentoring support during the execution of the social mapping process on the field and reporting by engaged organization or company.
5. Support selected municipalities in the preparation of local development plans and other planning documents, with a special focus on the thematic area of social development, by providing policy recommendations based on the findings of the Social Mapping Research. Dissemination of the Report and public promotion of the results - round tables.

The implementation of the activity will be coordinated by Ana and Vlade Divac Foundation which will hire the research agency for field survey and the Team Leader, whereas the CDF will hire two experts that will form the team with the Team Leader.

The activity shall be implemented in the period May 2023 – May 2025.

Context of the Social Mapping Activity

With democratization since the early 2000s and the beginning of the EU accession negotiations in 2014, the Republic of Serbia is taking important steps in social, political and economic development. Serbia has committed itself to the '2030 Agenda for Sustainable Development', adopted in 2015 by the United Nations General Assembly. The GIZ Project "Public Finance Reform – 2030 Agenda" (PFR/2030 Agenda) financed by the German and Swiss Governments) supports the Serbian Government to stronger orient its policy formulation and public finances towards its reform priorities.

The project works in two components. The first one is directed towards improving public finance management and receiving funding by the German development cooperation, while the second one is co-funded by the Swiss Government and focusing on the way policies relevant for the sustainable development of Serbia are formulated.

At the United Nations Sustainable Development Summit on 25 September 2015, world leaders adopted the 2030 Agenda for Sustainable Development, a set of 17 Sustainable Development Goals (SDGs) to end poverty, fight inequality and injustice, and tackle climate change by 2030. The Serbian Government has established a governance structure tasked with the coordination of the implementation of the 2030 Agenda, the Inter-ministerial Working Group (IMWG). Until the elections in 2020, the work of the IMWG had been chaired and coordinated by the Minister without Portfolio responsible for Demography and Population Policy. The Republic of Serbia presented its first Voluntary Nation Review at the United Nations High-level Political Forum on Sustainable Development, which was held in July 2019. Besides national prioritization of the goals and targets, the 2018 law on the planning system will require new local development plans to be drawn up referring to the SDGs and the principle of "Leaving no one behind" (LNOB).

LNOB is the central, transformative promise of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). Leaving no one behind means moving beyond assessing average and aggregate progress, towards ensuring progress for all population groups at a disaggregated level. Among other things, this will require disaggregating data to identify who is being excluded or discriminated against, how and why, as well as who is experiencing multiple and intersecting forms of discrimination and inequalities.

People who are left behind in development are often economically, socially, spatially and/or politically excluded – for example, due to ethnicity, race, gender, age, disability or a combination of these, leading to multiple discriminations. They are disconnected from societal institutions, lack information to access those institutions, networks, and economic and social support systems to improve their situation, and are not consulted by those in power. They are not counted in official data – they are invisible in the development of policies and programs. Hence, the 2030 Agenda foresees the disaggregation of SDG data (compare SDG 17.8). People left behind are those most at risk of not enjoying their civil, cultural, economic, political or social rights.

In order to improve planning processes at the local level as to identify those left behind and to enhance evidence-based, data-driven policy making, the Project decided to support local self-governments by enhancing their knowledge and enabling them to prepare development plans considering problems disadvantaged groups are facing.

Local decision makers often lack meaningful data about the most important target groups to make policy-making more effective and coherent. The impact hypothesis is that by using disaggregated data on particularly disadvantaged population groups, planning and decision-making processes become more evidence-based and inclusive. As a result, state elected officials can be more effective and efficient in ensuring the rights and inclusion of the target groups, and the scarce state resources can be used more efficiently and effectively focused on those that need them most.

In March 2021 in cooperation with GIZ regional Project "Social Rights for Vulnerable Groups" (SORI) 15 participants from Serbia, representatives from the public policy secretariat, non-governmental organizations and local self-governments, were trained for social mapping conduction based on the methodology developed within the GIZ SORI Project.

Among others, participants were representatives of the Office for the local economic development of the municipality of Zaječar. They have demonstrated interest in introducing social mapping methodology in their daily work on data collection and recognized the importance of implementation of social mapping in defining local policies. In accordance with the above mentioned, the Project decided to conduct social mapping in one pilot municipality in Serbia. Based on the request and interest demonstrated, the project selected the municipality of Zaječar as an adequate partner and decide to support them in the implementation of social mapping.

The cities and municipalities are in the process of developing-adopting their development plans (mostly seven-years perspective) and mid-term plans. It is important for them, prior to the determination of the development goals, to identify the needs of their citizens, especially LNOB groups, which is the aim of this assignment. The local development plans are usuallz divided in three segments: social, economic and urban development. Hence, an investigation should cover all three segments, especially the one focusing on social development, covering topics such as education, culture, sport, youth and social policy, health, gender equality, etc. Apart from local development plans, other action plans are adopted on local level, such as action plan on employment, on gender equality and-or economic empowerment of women, on youth etc.

In that way, the Project will enable mainstreaming the 2030 Agenda and LNOB principal on local level in five municipalities and ensure that the planning processes are conducted in a participatory and evidence-based manner and that the local development plan to be developed address the needs and priorities of the local population, particularly the most vulnerable.

The experience from the city of Zaječar will be used as a good practice example to the selected municipalities in Serbia in implementing LNOB principles and meeting the needs of all citizens in their society, especially the most disadvantaged groups of people, thus making local policies participatory and evidence-based.

Description of the Task of the contractors:

a. The contractor shall provide the following work/service:

The overall aim of the assignment is to support LSGs in the investigation of the needs of their citizens and to improve local planning processes by making them more inclusive and participatory. The aim of this assignment is to collect data about the needs of citizens in selected municipalities and to incorporate this data in the future local development plans and other local policies. Besides that, this assignment should contribute towards social inclusion of vulnerable groups, improving the quality of life as well as fostering social cohesion at local level by including them in planning processes through conducted social mapping activity and by promoting the Leave no One Behind – LNOB principle at municipal level. Social mapping investigation should cover topics related to social developments such as education, culture, sport, youth and social policy, health, gender equality, but also social elements in areas of urban and economic development in accordance with developed questionnaires by GIZ experts. Identified target groups for social mapping investigation are people with disabilities, single parents, and young people leaving social protection systems (as foster families, residential institutions and shelters) and who need support from the community. Up to three target groups are to be selected for social mapping in each of five selected municipalities. The investigation should encompass the approximate sample of up to 130 respondents per municipality. The field survey will be conducted by the agency hired by Ana and Vlade Divac Foundation. The agency will provide for interviewers and will organize their work.

The contractor, with the Team Leader and other team members, will:

- 1) Conduct consultations with LSGs in five municipalities on vulnerable groups in the community, status of the public policies in the municipalities, needed assistance in collecting data.
- 2) Preparation of new questionnaires (as per specific target groups) and update of the questionnaire used in Zaječar, both to be used by the interviewers hired by the research agency
- 3) Participate in training of the interviewers - training/consultation related to data collection on the field and the social mapping approach. Collecting detailed information about the scope of social mapping activity, milestones, defined sample, focused groups and stakeholders interview from the LSGs.
- 4) Peer assistance to the research agency conducting a social mapping process on the spot in accordance with the agreement with the LSGs, available methodologies and developed questionnaires and action plan. Elaboration of obtained data from the social mapping field activity within the City of Zaječar. The agency shall prepare the database in Statistical Package for the Social Sciences (SPSS), data entry and data processing based on collected inputs from the field. The agency will collect data should be processed/analyzed highlighting key findings using descriptive statistics, correlation and regression and a statistical overview/ report with main findings should be delivered.

- 5) Preparation of five draft reports (one report per municipality) on the basis of collected and processed data
- 6) Coordinate the process of preparation of final reports, by *inter alia* provide a unified drafting methodology
- 7) Participate in presentation of results with the representatives of the LSGs
- 8) Participate in the preparation of the final Activity Report (up to two pages).

The Social Mapping activity shall be conducted within the following timeline:

Tasks	Timeline	Estimated expert days
Initial consultations with LSGs in five municipalities	September 2023	Experts 1 and 2: total 9
Preparation of questionnaires and presentation of questionnaires to LSGs	October – November 2023	Experts 1 and 2: total 10
Training of the interviewers	December 2023	Experts 1 and 2: total 2
Peer assistance to the research agency-interviewers	November 2023 - February 2024	Experts 1 and 2: total 10
Preparation of 5 draft reports	April- August 2024	Experts 1 and 2: 24
Preparation of final reports	September-October 2024	Expert 2: 10
Presentation of results to LSGs	January – March 2025	Expert 2: 5
Preparation of the final activity report	October – November 2024	Expert 2: 10

Tender requirements

- Individual researcher, entrepreneur agency/office, consulting company, civil society organization or association with experience in research projects. One of those experts should have experience in working with Statistical Package for the Social Sciences (SPSS).
- The experts groups will have to prove the required technical expertise and cooperation skills in order to achieve high quality results (deliverables) within the expected timeframe.

1. Qualifications of proposed staff

1.1 Expert 1:

1.1 .1 General qualifications

Education: University qualification, Bachelors' degree in social sciences or other relevant fields

Professional experience:

The expert should demonstrate knowledge and experience in the following areas:

- Knowledge on SDGs, 2030 Agenda and LNOB principle.
- Experience in data collection.
- Strong knowledge on analysis and visualization of quantitative data.
- Practical experience in executing mapping activities on the field.
- Experience in policy making processes on local level.
- Experience in working with Statistical Package for the Social Sciences (SPSS).

1.1.2 Experience in the region/knowledge of the country

- Experience in working with young people, single parents and people with disabilities within the territory of the selected municipalities

1.1.3 Language skills: Fluency in Serbian and good business language skills in English

Estimated number of working days: 30

1.2 Expert 2

1.2 .1 General qualifications

Education:

Education: University qualification, Bachelors' degree in social sciences or other relevant fields

University qualification, Bachelors' degree in social sciences or other relevant fields

Professional experience:

The expert should demonstrate knowledge and experience in the following areas:

- Knowledge on SDGs, 2030 Agenda and LNOB principle.
- Experience in data collection.
- Experience in policy making processes on local level.
- Practical experience in executing mapping activities on the field.
- Reporting skills

1.2.2 Experience in the region/knowledge of the country

- Experience in working with young people, single parents and people with disabilities within the territory of the selected municipalities

1.2.3 Language skills: Fluency in Serbian and good business language skills in English

Estimated number of days: 50

2. Specification of inputs

Fee days	Number of days	Comments
• As per above number of expert days		
•		
•		
Travel expenses	Number of days/nights	Comments
Other costs	Amount per experts	Comments

Calculate your financial bid in line with the quantitative requirements of the specification of inputs above. Fee days offered will be concluded as one lump sum price.

Note:

The Contractors organization must generally refrain from incitement of violence or hatred, and from discrimination on the grounds of race, ethnic origin or religion. Such obligation applies to all activities undertaken by the organization, including those falling outside the framework of the present contract. The explicit promotion of specific groups of persons by a project implemented by the organization and approved by the FDFA does not constitute discrimination within the meaning of this clause. Any breach of the above-mentioned obligation justifies the immediate termination of the present contract by the donor and entitles the donor to demand partial or full reimbursement of its effective contribution. The amount to be reimbursed shall be determined on a case-by-case basis, taking into consideration the seriousness of the breach and the measures that have already been taken by the organization.