Terms of Reference (ToR)

Position Title: Advocacy Officer

Project Title: Beyond Barriers: Resilience of Roma in the Western Balkans

Funding Source: European Union

Implemented By: Institute for Research and Policy Analysis Romalitico

Project Duration: December 2, 2024 – October 1, 2027

Location: Skopje

Supervisor: Institute for Research and Policy Analysis Romalitico

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Background

The “Beyond Barriers: Resilience of Roma in the Western Balkans” project is a regional initiative aimed at improving the economic status, social inclusion, and fight against antigypsyism among Roma communities in five Western Balkans countries: North Macedonia, Bosnia and Herzegovina, Serbia, Albania, and Kosovo. The project is supported by the European Union and implemented by the Institute for Research and Policy Analysis Romalitico, in partnership with Institute for Research and Policy Analysis Romalitico.

The project’s goals are to strengthen the inclusion of Roma through policies and initiatives addressing economic disparities, combating antigypsyism, and promoting social integration.

Objective of the Position

The Advocacy Officer will be responsible for advancing the advocacy and policy goals of the project, focusing on increasing awareness and action against antigypsyism, promoting inclusive policies for Roma, and ensuring regional cooperation in the Western Balkans. The officer will also support the establishment and development of a coordinated Regional Network of Roma organizations and advocate for their inclusion in policymaking processes, legal reforms, and public dialogue.

Key Responsibilities

1. Establishment and Promotion of the Regional Policy Network Hub for Roma Inclusion Policies

- **Develop and implement the Regional Policy Network Hub** by coordinating efforts among Roma organizations, stakeholders, and government actors in at least five Western Balkan countries.

- **Formulate a robust advocacy framework** outlining clear objectives, key target areas, and strategies to advocate for the social inclusion of Roma, ensuring that the framework is aligned with EU reforms and local government priorities.
- **Promote the Regional Policy Network** by organizing meetings, workshops, and forums, bringing together Roma organizations, policymakers, and international partners to advance Roma inclusion policies at the regional and national levels.

2. Monitoring EU Sectoral Reforms and National Policies for Roma Inclusion

- **Monitor and assess EU sectoral reforms**, policies, service delivery systems, and budgets relevant to Roma inclusion in at least five countries. Ensure that the monitoring process is effective in tracking progress and identifying gaps in policy and service delivery.
- **Conduct reviews of existing policies, laws, and budgets** on Roma inclusion, leveraging secondary official data to analyze their effectiveness and alignment with EU and national Roma inclusion strategies.
- **Write and publish comprehensive reports** detailing the findings of the monitoring process, highlighting areas for improvement, and proposing actionable recommendations for policy reforms.
- **Produce advocacy materials** (policy briefs, position papers, and communication tools) that support the Regional Policy Network's advocacy initiatives, ensuring they are well-researched, clear, and accessible for stakeholders.

3. Advocacy for the Priorities and Needs of Roma Communities

- **Map the specific needs and priorities** of Roma communities in the region, working closely with active citizen networks to ensure a comprehensive understanding of the challenges facing Roma populations.
- **Develop policy and law proposals** based on the identified needs and priorities, ensuring that these proposals advocate for the inclusion of Roma voices in both central and local government policies.
- **Advocate for the inclusion of Roma priorities** in central and local government policies and donor agendas for the next policy period (2024 onward), working with government officials, Roma organizations, and donors to ensure that Roma inclusion is prioritized.
- **Organize and facilitate training workshops** on advocacy and networking for Roma organizations and community leaders, ensuring that at least 20 participants attend each session.

4. Establishment of a Regional Platform for Donor Cooperation

- **Develop a regional platform for donor cooperation**, engaging key donors (EU, USAID, World Bank, UNDP, SDC, etc.) to coordinate efforts and ensure that Roma priorities are included in their funding and policy agendas.

- **Advocate for the incorporation of Roma priorities** into donor priorities, ensuring that donors align their policies, programs, and funding initiatives to meet the specific needs of Roma communities in the region.

Qualifications and Experience

- **Education**:
    - A University degree in Law, Political Science, International Relations, Social Sciences, or a related field.
- **Experience**:
    - At least 4 years of professional experience in advocacy, policy development, or related areas, ideally with a focus on Roma inclusion, minority rights, or anti-discrimination.
    - Proven track record of working on EU-funded projects and knowledge of EU policies on Roma inclusion and anti-discrimination.
    - Experience in drafting policy papers, advocacy documents, and engaging with high-level stakeholders (government, EU, international organizations).
- **Skills**:
    - Strong knowledge of advocacy strategies and policy analysis.
    - Excellent communication, writing, and presentation skills in English. Proficiency
    - Ability to work independently and as part of a multicultural team.
    - Strong organizational skills, with the ability to handle multiple tasks and meet deadlines.

Reporting

The Advocacy Officer will report directly to the Project Coordinator and work closely with the regional project partners. Regular reporting on activities and achievements will be expected, as well as active participation in team meetings and strategy sessions.

Application Process

Interested candidates should submit the following documents by 10th February 2025.

- A cover letter detailing their experience and motivation for applying (maximum 2 pages).

- A CV outlining relevant work experience and qualifications.
- Contact information for at least two professional references.

Applications should be sent to info@romalitico.org

Selection of candidates:

The selection of eligible candidate will be carried out by a committee created by the Institute for Research and Policy Analysis Romalitico.

Institute for Research and Policy Analysis Romalitico respects the principle of equal treatment and non-discrimination in decisions.

Selection criteria:

• Fulfillment of the call conditions

• Quality of the submitted documents

• Scores obtained at the interview

Only eligible candidates will be invited for an interview.

Only candidates who are invited for an interview will be notified of the selection decision. Institute for Research and Policy Analysis Romalitico *reserves the right not to inform rejected candidates of the reasons for their rejection.*