

## Open Call for Consultancy Services

**Reference Number: 019-017**

**Terms of Reference:** Expert on professional rehabilitation and employment of persons with disabilities

**Title:** Expert on professional rehabilitation and employment of persons with disabilities

**Contracting Authority:** Regional Cooperation Council Secretariat

**Starting Date:** 5 August 2017

**Reporting to:** RCC Secretariat

**Duration:** 5 August 2017 – 28 February 2018

**Application Deadline:** 28 July 2017

**Number of Posts:** One

**Reference Number:** **019-017**

### I BACKGROUND

#### Purpose

The purpose of this assignment is to support RCC in managing the mutual learning activities among Western Balkan economies under the Employment and Social Affairs Platform.

#### Background Information

The *Employment and Social Affairs Platform* (ESAP) is a regional project financed by the European Commission and jointly implemented by RCC and ILO in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The project, which began its implementation in 2016 and lasts for 3 years, aims to strengthen regional cooperation and institutional capacities of national administrations, employers' and

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.



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workers' organizations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

The four specific objectives of RCC-implemented action of the Employment and Social Affairs Platform project are directed towards:

1. Enhancing regional cooperation and establishing of a structured regional Employment and Social Affairs Platform
2. Supporting the processes for preparation, monitoring and follow up of the integrated Economic Reform Programmes (employment and social component) and monitoring of the current Employment and Social Reform Programmes
3. Enhancing the capacities of the relevant administrations for improved policy outcomes and policy reviews related to the prioritized employment, human capital and social policies
4. Strengthening the capacities and the existing PES Network with a view to facilitating the SEE 2020 labour mobility objective and preparations for future participation in the European Employment Services (EURES)

## II DESCRIPTION OF RESPONSIBILITIES

### Objectives and Scope of the Assignment

The overall objective of this assignment is to support RCC in managing mutual learning activities among Western Balkan institutions responsible for designing and implementing employment and labour markets policies, which will enable knowledge sharing, capacity building and the transfer of good practices among peer institutions.

This assignment will involve the preparation and implementation of a peer review exercise on a selected employment policy. Peer reviews aim to facilitate learning, discussion and capacity building on policy development and implementation in the domain of employment and social affairs. They represent an in-depth assessment of an employment policy in one economy by representatives of other economies from the Western Balkans, with the goal of providing feedback to the host institution to improve its performance within that policy field and for the guest institutions to learn from the host country's experience. Each peer review will be attended by government official representatives from the host country, representatives from peer institutions from the other Western Balkans economies, and researcher(s), who will provide expert knowledge and insights on the issue in question.

The peer review exercises will be complemented with a dissemination seminar, in which the results of the peer reviews will be presented to a broader audience, composed of policy makers, social partners, international organizations and regional and international stakeholders.

The selected peer review topic in Serbia is the professional rehabilitation and employment of persons with disabilities. The law on professional rehabilitation and employment of persons with disabilities governs the promotion of employment to create conditions for equal

participation of persons with disabilities in the labour market. There is a package of measures in place and accompanying funding, which support the employment of persons with disabilities.

The Regional Cooperation Council is committed to streamline the issue of the Roma community throughout its relevant activities. Since Roma suffer chronic and disproportionately higher unemployment rates throughout the region, one of the objectives of the assignment is to mainstream the issue of Roma throughout the process, including within key deliverables.

## Specific Tasks

The scope of services under this assignment includes the following deliverables:

### **Task 1: Expert support to the implementation of the Peer Review**

The consultant will provide expert input into the organisation and implementation of the Peer Review process. The Peer Review meeting will last on average two days. The Peer Review will be hosted and preferably chaired by the host institution, in coordination with the selected expert. The expert will be in charge of supporting the preparation, organisation, attendance and follow-up of the event, and more concretely:

- 1.1. Papers to be produced by the expert ahead of the Peer Review meeting:
  - Host country self-evaluation report prepared in consultation with host authorities (10 – 15 pages);
  - Five brief peer overviews of other national systems including critical reflection on the systems prepared in cooperation with respective authorities from the other 5 Western Balkan economies (3 – 5 pages);
- 1.2. Organization of the peer review event:
  - Liaise with ESAP team and national authorities to prepare and agree on the plan for the implementation of the requested service and on the relevant documentation for the Peer Review event.
  - Prepare, co-ordinate and disseminate the expert input prior to the meeting and ensure the quality of the reports;
  - Prepare the agenda of the Peer Review meeting in close cooperation with the host institution and the ESAP team.
  - Support the host institution in organising the Peer Review event (proposing the agenda, helping with the content, preparing documentation, co-chairing of the meeting etc.) in cooperation with ESAP team.
  - Facilitate and chair (upon request) the meeting;



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- Produce information based on the organized activities, highlighting key messages and outcomes, potentially transferable, lessons and demonstrated mutual learning impact in line with the aims of the initiative;

### 1.3. Papers to be produced following each Peer Review:

- Key policy messages, insights, recommendations and proposals for follow up actions (10 - 15 pages available and disseminated three weeks after the event)

## **Task 2: Dissemination seminar**

The consultant will provide expert input into the organization of a regional seminar that will serve to present the findings of all the Peer Reviews and discuss follow up actions. Specifically, the consultant will:

- Participate in the development of the concept and agenda for the seminar.
- Prepare and deliver a ppt presentation during the seminar and actively participate in the discussions during the seminar.
- Deliver a brief report after the seminar, focusing on key insights for follow up action (up to 10 pages available and disseminated three weeks after the event)

## **Methodology**

The Expert is expected to propose the best approach for undertaking this research.

However, the following guiding principles should be taken into consideration:

- i. Desk review of secondary data including national reports, assessments, evaluations and other related documentation.
- ii. Interviews with relevant officials and other stakeholders.
- iii. Any other methods applicable.

## **Lines of Communication**

The consultant will submit all reports and timesheets to the ESAP Project Team Leader and RCC for review and approval of deliverables. The consultant will work closely with the ESAP project team from whom they will seek guidelines to efficiently conduct the work.

## **Timeframe**

The service contract will be concluded for the period between August 2017 and June 2018.

<b>Deliverables</b>	<b>Due date</b>
Inception Report	4 weeks from mobilization date
Peer Review host discussion paper	4 weeks before the Peer Review visit (to be agreed jointly with national authorities)
Peer commentary paper	4 weeks before the Peer Review visit ((to be agreed jointly with national authorities))
Final Report	2 weeks after the expiration of the contract

### III PROFILE AND COMPETENCIES OF THE TENDERER

The consultant should have ample experience in the fields of employment and labour market policy analysis and assessment, data collection, statistical analyses, mutual learning activities and drafting high quality reports.

#### Criteria related to the team delivering the service:

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field.</li> </ul>
<b>Experience:</b>	<p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> <li>- At least 7 years of relevant experience experience in the design, implementation and evaluation of programmes, policies and reforms in the field of employment and social affairs;</li> <li>- At least 7 years experience in preparing quantitative and qualitative analysis, data collection, and drafting reports and recommendations in the field of employment, social affairs;</li> <li>- Previous relevant work experience in other Western Balkan economies desirable;</li> <li>- Excellent communication and report writing skills.</li> <li>- Analytical skills and ability to conceptualise and write concisely and clearly</li> <li>- Able to interact with professionals of and representatives from the national administrations in the SEE region</li> </ul>

<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English, as the official language of the RCC.</li> <li>▪ Knowledge of other languages of the region desirable.</li> </ul>
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### Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team;
- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

## IV QUALITY CONTROL

The Consultant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the consultant and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

### Quality Control by the Regional Cooperation Council

The Consultant outputs shall undergo external reviews by all relevant stakeholders, including the representatives of the ESAP project team, and the Regional Cooperation Council.

## APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int) no later than 28 July 2017 by 15.00 Central European Time;
- The assignment will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the concept note and the cost-effectiveness of the financial offer;
- Only shortlisted candidates will be contacted for the competency based interview.

The application needs to contain the following:

- Letter of interest;
- CV(s) including relevant knowledge and experience;
- References for similar projects;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the consultant as well as structure of the study, timeline and financial offer;
- Application Submission Form, Annex 1;
- Financial offer;

When preparing the financial offer, the applicant should take into account the following:

- Include the number of proposed working days and daily fee rate for consulting services broken down by task (the number of working days for the preparation of the sections on the Roma population target group should be specified separately); the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Include any other costs to be incurred, as per the methodology and concept note the expert will propose.

## VI EVALUATION AND SELECTION

The application is evaluated on the basis of the profile and competencies of the candidate and the responsiveness to the Terms of Reference (ToR).

### 1. Profile and Competencies

2. Brief Concept Note
3. Financial evaluation based on Annex II.

The best value for money is established by weighing technical quality against price on a 80/20 basis.

### Technical Evaluation

EVALUATION GRID	Maximum score
Education	30
Qualifications and Skills Required	30
Brief Concept Note	30
Language Skills	10
<b>TOTAL SCORE</b>	<b>100</b>

In addition to the results of the application, a competencies based interview will be held with the selected candidates.

### Financial Evaluation

<b>Financial Proposal/ cheapest price has maximum score</b>	<b>100</b>
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**ANNEX I: APPLICATION SUBMISSION FORM**

**REF: 019-017 Open Call for Consultancy Services**

**One signed copy** of this Application Submission Form must be supplied.

1 SUBMITTED by:

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Name ] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Consultancy 019/017.

And we are not in one of the following situations:

- (a) Bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) Have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) Have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;



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- (d) Have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) Have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.
- (f) Are civil servants or other agents of the public administration of the RCC Participants, regardless of the administrative situation, excluding us from being recruited as experts in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the open call for consultancy on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname	
Signature	
Date	

## ANNEX II: BUDGET BREAKDOWN

**REF: 019-017**

No	Cost categories	Number of units	Unit Cost	Total Cost
2	<b>TOTAL COSTS</b>			
3	<b>VAT (if applicable):</b>			
	<b>GRAND TOTAL (2+3):</b>			

### NOTE:

When preparing the financial offer, the applicant should take into account the following:

- Include the number of proposed working days and daily fee rate for consulting services broken down by task (the number of working days for the preparation of the sections on the Roma population target group should be specified separately); the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Include any other costs to be incurred, as per the methodology and concept note the expert will propose.