



Roma Integration 2020  
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## Roma Integration

Reference number: 001-020

Terms of Reference:	Roma Integration: <b>Piloting the Regional Housing Mapping Methodology in Two Municipalities per Economy</b>
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	03 February 2020
Timeframe:	10 February – 15 March 2020
Duration:	10 days
Number of posts:	Total 5 consultants, 1 per economy for the following economies: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, and Kosovo*
Reference Number:	001-020
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

## I. BACKGROUND

### Purpose

The purpose of the consultancy is to fully implement the regionally endorsed Housing Mapping Methodology in 2 municipalities per economy: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, and Kosovo .

The [Housing Mapping Methodology](#) is available online in English. The methodology is used to map the settlements with Roma population in need of housing improvement. It provides for collecting the existing relevant data from local and other institutions and the Roma community. By implementing the Methodology, geographic data are provided on each Roma settlement, along with basic information on the level of development of the settlement, such as existence and quality of infrastructure, predominant material used for building of the housing units, legal status of the housing units, etc.

The piloting of the methodology has a two-fold purpose: 1) to provide data for two municipalities that would be used afterwards as evidence for policy making; 2) to build the local capacities and encourage a process of full coverage with the housing mapping.

The mapping is part of a larger process that starts by gathering evidence and may continue to cover the whole economy. It should feed into the decision making processes, and particularly the decision on legalisation of individual houses, as well as on renovating the housing units.

### Background Information

The Roma Integration 2020 action is implemented by the Regional Cooperation Council's (RCC) Roma Integration Action Team. It is funded by the European Union and the Open Society Foundations. The action is in line with the EU Framework for National Roma Integration Strategies and the EU enlargement process.

The overall objective of the Roma Integration action is to contribute to reducing the socio-economic gap between the Roma<sup>1</sup> and non-Roma population in the Western Balkans and Turkey in the areas of employment and housing, as well as education, health and civil registration. Specifically, the action supports the governments in the region to increase the implementation rate and budgetary allocations for Roma integration policies, through:

- direct support and technical assistance to the governments to advance existing institutional and policy framework and mechanisms for Roma integration, including promotion of proper budgeting, monitoring and reporting;
- annual assistance to reporting and review of reports in line with the EU reporting;
- direct support and technical assistance to the governments for mainstreaming Roma integration into relevant sectoral policies and reforms, and implementation of effective measures, particularly in employment and housing;
- National Platforms on Roma integration issues;
- regional fact-finding analyses and informed regional discussions through conferences for exchange of knowledge and regional standard setting;
- participation and input at EU level processes related to Roma issues;
- mainstreaming Roma issues within the core work of RCC;
- media dissemination activities challenging negative narratives on Roma integration, as well as action's visibility activities;
- regular high level/task force discussions on Roma issues at regional level.

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<sup>1</sup> The term "Roma" within the action is used in line with the EU terminology, as an umbrella term which includes groups of people who have more or less similar cultural characteristics, such as Roma, Ashkali, Egyptians, Dom, Lom, Sinti, Travellers, Kalé, Gens du voyage, etc., whether sedentary or not.

The consultant's assignment fits in the overall Roma Integration 2020 action and shall be guided by the Roma Integration Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and scope of the assignment**

The assignment of the consultant is to facilitate the process that involves local actors from various relevant institutions and the Roma community. The first step is to list all Roma settlements in the two municipalities selected for piloting. For each of the listed settlements, the borders should be drawn in a vector format, and the settlement questionnaire (annex to the [housing mapping methodology](#)) should be filled in with as many information as possible. The consultant's responsibility will be to insist on as many data as possible, including the best estimations and approximations, for which the consultant needs to provide advice and facilitate. Besides the data required in the questionnaire, the consultant will collect available data from the statistical office and the cadastre (for the corresponding census cycles and cadastre units for each settlement). All the data should be entered into a digital Geographic Information System database (subject of another Terms of Reference). In the process, the consultant is required to instruct the most relevant local stakeholders so that they become able to fully perform the mapping without any technical assistance.

### **The output of the consultant is expected to:**

- List of all Roma settlements in 2 municipalities
- Vector drawn borders of all listed settlements (in ortophoto)
- Completed questionnaire per listed settlement
- Data from census and cadastre corresponding to each settlement
- Uploaded data in the Geographic Information System
- Built capacities of the local stakeholders to perform the mapping without external help

### **Tasks:**

- Frequent meetings with local stakeholders
- Data obtaining missions
- Calculations for approximated and estimated data
- Preparing the outputs

In case the consultancy work includes field trips, the travel costs shall be covered by the Roma Integration action separately from the consultancy fee (please do not include such costs in the financial proposal of the application). Traveling to the economies is subject to approval by the Roma Integration Action Team.

### **Deliverables**

During the course of the assignment, the consultant(s) is expected to produce the following deliverables:

1. List of all Roma settlements in 2 municipalities by 21 February 2020
2. Vector drawn borders of all listed settlements (in ortophoto) by 28 February 2020
3. Completed questionnaire per listed settlement by 06 March 2020

4. Data from census and cadastre corresponding to each settlement by 06 March 2020
5. Uploaded data in the Geographic Information System by 15 March 2020

### **Lines of Communication and Reporting**

The consultant(s) will submit all reports and timesheets in English language to the Roma Integration Action Team for review and approval of deliverables. The consultant(s) will work closely with the Action Team, which shall provide guidance to efficiently conduct the work and approve deliverables. The Action Team shall also ensure the required communication of the consultant(s) with the relevant officials from the governments and other relevant stakeholders to the extent possible.

### **Timeframe**

**The deadline for submission of applications is 03 February 2020 CoB.**

The Roma Integration 2020 Action Team will engage 5 consultants in the period from 10 February to 15 March 2020.

## **PROFILE AND COMPETENCIES**

### **Qualifications**

Education:	Advanced degree in a field related to housing and/or statistical data.
Experience:	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in analysis in the field of housing, data collection and statistical operations, preferably experience in geographic information systems;</p> <p>Proven record of practical work in the field of housing analysis and statistics;</p> <p>Previous experience in working in the respective economies and in-depth knowledge of the economy and the topic of the consultancy for which the consultant applies is essential;</p> <p>Proven digital database related skills and performing statistical operations including estimates and approximations;</p> <p>Proven ability to provide instruction during the work process;</p> <p>Experience in working on policies and data for vulnerable groups, notably Roma;</p> <p>Proven communication, monitoring and reporting skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organisations, civil society institutions and other stakeholders, at national and local level;</p> <p>Proven writing abilities, argumentation and negotiation skills.</p>
Language requirements:	<p>Fluency in English, as the official language of the RCC.</p> <p>Fluency in one of the languages of the participating economies. Knowledge of Romani will be considered an advantage.</p>
Other:	Familiar with MS Office applications.

### **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, understand different concepts and approaches, assess risks and challenges and extract and articulate various ideas, ability for negotiations and reconciliation – consensus building ability;
- Ability and integrity to perform the tasks impartially and objectively, without any conflict of interests (subject to written declaration during the contracting procedure).

## **III. QUALITY CONTROL**

The Consultant(s) should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the deliverables comply with the agreed requirements and meet adequate quality standards. The content of the deliverables should reflect the views of the stakeholders and is owned by them. The support of the Roma Integration project must be recognised in the deliverables, and the support of the consultant(s) may also be recognised.

## **IV. APPLICATION RULES**

**The application needs to contain the following:**

### **For individual consultants:**

- Letter of Interest in accordance with the Terms of Reference, with a reference to a Roma Integration participant for which the candidate is applying for;
- CV outlining relevant knowledge and experience as described under Profile and Competencies;
- Work plan outlining the proposed action by the consultant, sources of information to be used, timeline and tools to be employed by the consultant;
- Reference list including contact details (e-mail addresses) of referees;
- Submission Form (Annex I);

- Financial offer, as per Budget Breakdown (Annex II).

**For companies and consortia:**

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Company’s Registration Certificate (in case of consulting companies). In case of a bidding consortium, a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - company’s balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- CV of the expert(s) to be involved in the consultancy, specifying the economy(ies) to be assigned to the expert(s), outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- Work plan outlining the proposed action by the company/consortium, sources of information to be used, timeline and tools to be employed by the company/consortium;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).
- Signed Statements of Exclusivity and Availability (Annex III).

When preparing the financial offer, the applicant should take into account that the proposed budget should include daily fee rate for consulting services broken down by tasks; the fee rates should be broadly consistent with the EU framework rates for these types of professional services for international and national consultants, and should include all the applicable taxes to be paid by the applicant if selected for the assignment.

**Applications need to be submitted by 03 February 2020 to the following address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)**

**V. 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. Financial evaluation based on Annex II

The applications are evaluated following these criteria:

EVALUATION GRID	Maximum Score
A. Technical Offer (A.1+A.2+A.3)	100
A.1. Work experience, references list: Relevant work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	35

A.2. Quality and professional capacity of the consultant: CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	35
A.3 Quality of the work plan: Concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	30
B. Financial Proposal/ lowest price has maximum score	100

Score for offer X =

**A:** [Total quality score (out of 100) of offer X / 100] \* 80

**B:** [Lowest price / price of offer X] \* 20

In addition to the results of the technical and financial evaluation, competency-based interview will be held with the selected bidder.

### **Information on selection of the most favourable bidder**

The RCC Secretariat shall inform candidates and bidders of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering, or to recommence the procedure.

Standard letter of thanks for participation to unsuccessful bidders shall be sent within 15 days after the contract is signed with the awarded bidder.

The candidates and bidders wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V  
71000 Sarajevo  
Bosnia and Herzegovina

### **Appeals procedure**

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat  
Attention to: Administration Department  
Building of the Friendship between Greece and Bosnia and Herzegovina  
Trg Bosne i Hercegovine 1/V  
71000 Sarajevo  
Bosnia and Herzegovina

**ANNEX I:****SUBMISSION FORM****REF:** 001-020

**One signed copy** of this Call for Consultancy 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 Call for Consultancy 001-020.

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;
- (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 call for experts 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: 001-020

No	Cost categories	Daily fee rate	Total Cost
2	<b>TOTAL COSTS</b>		
3	<b>VAT (if applicable):</b>		
	<b>GRAND TOTAL (2+3):</b>		

Proposed daily fee rate for consulting services should be broadly consistent with the EU framework rates for these types of professional services.

