



Roma Integration 2020  
is co-funded by the  
European Union



## **Roma Integration**

Reference number: 016-019

Terms of Reference:	Roma Integration: Consultancy on Regional Housing Mapping Overview
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	05 April 2019
Timeframe:	15 April 2019 – 15 June 2019
Duration:	20 days
Number of posts:	Total 1 regional consultancy
Reference Number:	016-019
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

## **I. BACKGROUND**

### **Purpose**

The purpose of the consultancy is to provide a regional overview of the existing datasets mapping the housing of Roma and propose a comprehensive mapping system. The consultancy covers Albania, Bosnia and Herzegovina, Kosovo\*, Republic of North Macedonia, Montenegro, Serbia and Turkey.

### **Background Information**

The Roma Integration 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 accession process.

The overall objective of the Roma Integration action is to contribute to reducing the socio-economic gap between the Roma\* 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 mechanisms and policy framework 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.

The consultant's assignment shall be guided by the Roma Integration Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

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

The objective of the consultancy is to provide the governments in the region (Western Balkans and Turkey) with comprehensive information on the existing data on the housing of Roma, the data needed for adequate policy formulation, and to propose a comprehensive methodology for data collection.

---

\* 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.

\* 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 should analyse the existing datasets mapping the housing of Roma in the region (not all economies have datasets). The analysis should look at the types of information collected, the method of sampling/enumerating, the instrument for data collection, the management and update system, and other relevant aspects. The consultant should systematise the findings and prepare a regional overview. Other documents should be reviewed to determine if necessary data are missing in the datasets. Finally, a regional methodology for mapping the Roma housing, highlighting any specific aspects for individual economies if needed, should be prepared, including the indicators with their definitions, method(s) of data collection, instrument(s) for data collection and other necessary details.

## Tasks

- Analysis of the existing datasets on Roma housing in the region

The consultant will be provided the necessary contacts of the relevant government officials responsible for any existing relevant dataset, and access to the datasets, through the Roma Integration Action Team. They should review the datasets and prepare a regional overview on the existing data. The overview should elaborate on the availability of data for each economy in the region, the information included in each of the datasets (and a regional overview), the definitions for the indicators used, the methods for collection, the coverage of the datasets, and information on their management, updating and utilisation. If the consultant needs to visit the economies in order to review a dataset and discuss with the relevant government officials, 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.

- Identifying missing information

The consultant should identify if any information necessary for proper policy formulation is missing from the existing datasets, and ascertain the lack of data in those economies where datasets do not exist. The missing data should be identified based on the legal framework in the area of housing and Roma integration. The consultant shall be advised to use the report [Targeting Roma in Housing Policies of the Western Balkans - A legal overview](#), as well as the National Roma Integration Strategies and accompanying action plans, and other relevant documents, primarily legislation and official policies in housing. The Roma Integration Action Team shall ensure the necessary documents are provided to the consultant in cooperation with the governments.

- Regional methodology proposal

Based on the analysis done within the two previous tasks, the consultant should prepare a comprehensive regional methodology for mapping the housing of Roma. The methodology should propose indicators with their definitions, ways of collecting, frequency, instruments, and other details relevant for establishing a fully functional system of data collection on the housing of Roma. The proposal should be regional, but also contain additional part on the possible specific aspects for the individual economies where, because of the specific context, there should be alternations from or additions to the proposed regional methodology.

- Report

The regional overview and the proposed methodology should be presented in a regional report that will be published by the Roma Integration after its approval.

- Presentation

The consultant should prepare a presentation of the report and a workshop for the government officials on the proposed methodology in order to ensure understanding of the proposed methodology and capacity to implement it. The presentation and workshop will be delivered at a Regional Conference on the topic of Mapping Roma Housing in the region, organised by the Roma Integration action. The expenses for attending the conference for the consultant shall be covered by the Roma Integration action in addition to the consultancy fee (please do not include such expenses in the financial proposal of the application).

- Assignment report

The consultant should also prepare a short assignment report, elaborating the work undertaken during the consultancy, the challenges faced, and any recommendation for the action.

### **Deliverables**

- Report: Mapping Roma Housing in the Region (containing regional overview and proposed regional methodology, as described above)
- Presentation at the corresponding Regional Conference organised within the action
- Assignment report

### **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 Roma Integration 2020 Action Team will engage one expert at regional level in the period from 15 April 2019 to 15 June 2019. The consultant(s) shall participate at a Regional Conference that is tentatively scheduled for 29-30 May 2019.

## **PROFILE AND COMPETENCIES**

### **Qualifications**

Education:	Advanced degree in public administration, finance, social sciences, economics, law or other areas directly related to the subject of work.
Experience:	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in housing assessment, monitoring, reporting, analysis and data utilisation (including statistical information) and in housing policy formulation;</p> <p>Previous experience in working in the respective economies and in-depth knowledge of the region is essential for the areas relevant for the call;</p> <p>Proven analytical skills and ability to conceptualise and provide advice concisely and clearly;</p> <p>Proven ability to provide hands-on situation analysis;</p> <p>Experience in working on policies and data for vulnerable groups;</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; Proven writing abilities, argumentation and negotiation skills.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in one of the languages of participating economies. Knowledge of Romani will be considered an advantage.
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 Expert(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. Deliverables, particularly the regional report including the overview and proposed methodology on mapping housing of Roma, are a result of the joint work of relevant stakeholders on Roma integration, for which the expert provides technical support. Thus, 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 the Individual Consultants:**

- Letter of Interest in accordance with the Terms of Reference ;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies;
- Work plan outlining 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;
- Application Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).

**For the 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 an expert, with reference to a Roma Integration participant the candidate is applying for, outlining relevant knowledge and experience as described in Annex I Terms of References, along with contact details of referees;
- Work plan outlining proposed action by the consultant, sources of information to be used, timeline and tools to be employed by the consultant;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Service Tender 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.

**Application need to be submitted by 05 April 2019 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:** 016-019

**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 016-019.

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: 016-019

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.

