

## Roma Integration

### OPEN CALL FOR CONSULTING SERVICES

**:: REFERENCE NUMBER: 010-019 ::**

Terms of Reference:	Consultancy Services to Pilot Guidelines for Roma Responsive Budgeting in the Western Balkans
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	25 March 2019
Timeframe:	01 April – 31 November 2019
Duration:	15 days per economy
Number of consultants:	3 consultants (1 consultant may cover more than 1 economy)
Reference Number:	<b>010-019</b>
Eligible:	Individual consultant/ respective consulting companies or individual consultants within bidding consortia.

#### I. BACKGROUND

##### Purpose

The consultants will be engaged to work with the Roma Integration Action Team and the governments of Bosnia and Herzegovina, Montenegro and Serbia to pilot the [Guidelines for Roma Responsive Budgeting](#) (Guidelines).

The key expectation from each consultant is to support the governments' officials in preparing budget submissions for 2020 for two piloted budget programmes, in accordance with the approach proposed in the [Guidelines](#). The two budget programmes will be selected in the initial training session on the application of the [Guidelines](#) delivered to the government officials. The training will be delivered by the consultant. The piloting will contribute to the longer-term goal of introducing Roma responsive budgeting in the mainstream budgeting processes and procedures in order to make them sensitive and responsive to the needs of Roma, as well as to assess the applicability of the [Guidelines](#) in each of the economies.

## **Background Information**

The Roma Integration action is implemented by the Regional Cooperation Council (RCC)'s 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<sup>1</sup> and non-Roma population in the Western Balkans and Turkey in the areas of education, employment, housing, 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. The activities include:

- 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 of Roma issues within the core work of RCC;
- media dissemination activities challenging negative narratives on Roma integration, as well as action visibility activities;
- regular high level / task force discussions on Roma issues at regional level.

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

## **II. DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and Scope of the Assignment**

Ideally, one consultant will be assigned to one economy in the region, although it is possible for one consultant to cover more than one economy, if necessary. It is required that the consultant speaks fluently the local language of the assigned economy.

The **specific objectives** of the consultancy service are:

- Developed knowledge and skills for Roma responsive budgeting among relevant public servants;
- Capacity for independent application of the Roma responsive budgeting by several public servants / officials;
- Pilot the Roma responsive budgeting guidelines into two selected budget programmes by the government;

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<sup>1</sup> The term "Roma" within the project 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.

- Formulate Roma responsive budget briefs for the two selected budget programmes;
- Concrete proposals for incorporating Roma responsive budgeting into the regular public budget procedure are formulated and submitted to the Roma Integration Action Team.

### Tasks

- **Deliver a one-day training** on the application of the Roma responsive budgeting guidelines to up to 15 relevant public servants in the economy.

The consultant should closely familiarise with the Roma responsive budgeting guidelines and consider their practical application given the specific context regarding the budgeting cycle (process, regulations, calendar, practice) in the given economy. Based on the Roma responsive budgeting guidelines, the consultant should design a one-day interactive, knowledge and skills gaining training. The design is subject to approval by the Action Team. The training shall be organised jointly by the Action Team (responsible for overall coordination and logistics), the National Roma Contact Point (responsible for ensuring participation of relevant public servants) and the consultant (responsible for the content and the delivery of the training). Besides getting the participants equipped with the necessary knowledge and skills to apply Roma responsive budgeting, the training should also result in a concrete proposal for two actual budget programmes to be piloted. This task should be implemented in April 2019.

- **Assist the government to decide on two budget programmes** to be piloted for full application of the Roma responsive budgeting guidelines.

With the Action Team and the National Roma Contact Point, the consultant shall work with the governments and facilitate the process of deciding on two actual budget programmes, one of category 1 and one of category 2 according to the Roma responsive budgeting guidelines categorisation in the first step.<sup>2</sup> The two budget programmes selected by the government shall be piloted for the full application of the Roma responsive budgeting. Ideally, the two pilot budget programmes should be selected by the end of April in order to allow for sufficient time for the following tasks, but no later than mid May 2019.

- **Mentor the responsible public servants to apply** the Roma responsive budgeting guidelines to the two selected budget programmes.

Based on the selected pilot budget programmes, the consultant shall work with the relevant public servants in applying fully the Roma responsive budgeting guidelines. In this process the consultant shall not complete the work on behalf of the public servants, but shall guide the public servants to properly complete the work, by which the public servants should gain practical knowledge and capacity to implement independently the Roma responsive budgeting guidelines. The process should also result in all the deliverables planned with the Roma responsive budgeting for the two selected budget programmes. This task should commence beginning or mid-May, after the selection of the two pilot budget programmes, and should be completed about two weeks before the time the first (draft) budget submissions for the next year budget from the institutions to the Ministry of Finance are expected, normally in June.

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<sup>2</sup> Interested applicants should consult the [Guidelines for Roma Responsive Budgeting](#) document for additional details on the Step 1 categorization of budget programmes, the concept of 'directly' and 'indirectly' linked budget programmes, and the explanation of the 5-step approach.

- **Produce and submit Roma responsive budget briefs** for the two selected pilot budget programmes, and assist the relevant public institutions to incorporate the recommendations in the sector budget submission.

The final result of the application of the Roma responsive budgeting guidelines on the two selected budget programmes should result in two corresponding Roma responsive budget briefs, containing concrete recommendations for the sector budget. The consultant shall work with the public officials from the relevant institutions to incorporate the recommendations from the Roma responsive budgeting brief into the actual sector budget submission for 2020. This work shall be supported by the National Roma Contact Point and the Action Team in terms of advocating and gaining political will by the relevant decision makers. The remaining two weeks before the first budget submissions by the institutions should be used to complete this task, by which the outputs from the Roma responsive budgeting are transformed into inputs for the actual sector budget submissions to the extent possible.

- **Prepare a report on the process** of piloting the Roma responsive budgeting, including potentials and proposals for incorporating the Roma responsive budgeting into the regular public budget cycle.

After the draft sector budget submissions are submitted by the responsible institutions to the Ministry of Finance, the consultant should continue supporting the process by consulting the public servants and officials on any proposed changes to the budget allocations relevant for Roma within the piloted budget programmes, during the time of negotiation of the actual public budget for the following year. The Roma responsive budget brief should also be updated to reflect the negotiations and the adopted/rejected recommendations, in order to be submitted to the Parliament along with the public budget proposal for the next year. At the end of the full process, the consultant shall prepare a full report of their assignment and the performance of each task. The report should contain a particular chapter on the actual obstacles and potentials for introducing the Roma responsive budgeting as a regular exercise within the public budgeting procedure, as observed by the consultant throughout the assignment. Concrete proposals on the incorporation of the Roma responsive budgeting within the regular public budgeting should also be provided. This task should be completed by the end of November 2019.

The Roma Integration Action Team shall provide the consultants with all the relevant documents and information required to implement the aforementioned tasks, and shall engage in the implementation of the above described tasks with the National Roma Contact Points. The consultants are required to send regular updates and two-week reports to the Roma Integration Action Team. The deliverables of the consultants are subject to approval by the Roma Integration Action Team. The working language of the consultants shall be the local language of the assigned economy, and all the deliverables shall be in the local language, except the training design and the final report that shall be submitted to the Roma Integration Action Team in English. The Roma responsive budgeting guidelines shall be translated into local languages by the Roma Integration Action Team and available in electronic and paper forms in the process of delivering the consultancy services.

## **Deliverables**

During the course of the assignment, the expert is expected to produce the following deliverables:

1. **Training design proposal**, by 10 April 2019;

2. **One-day training delivery and selection of two budget programmes for piloting Roma responsive budgeting**, by 30 April 2019;
3. **Two Roma responsive budget submissions** for the two selected budget programmes (as a deliverable by the public officials guided by the consultant), two weeks before, but no later than the first sector budget submissions to the Ministry of Finance, normally in June 2019;
4. **Final Roma responsive budget briefs** for the two budget programmes submitted to the Parliament with the state budget proposal for 2020, by 31 November 2019;
5. **Final report on the consultancy process** containing proposal for incorporation of the Roma responsive budgeting into the regular public budgeting process, by 31 November 2019.

The dates are tentative and will be further agreed with the consultant dependant on the budget calendar of the given economy.

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

The expert will submit all reports and timesheets to the Roma Integration Action Team for review and approval of deliverables. The expert will work closely with the Roma Integration Action Team, which shall provide guidance to efficiently conduct the work and approve deliverables. The Roma Action Team shall also ensure the required communication of the expert with the National Roma Contact Point and other designated officials.

### **Timeframe**

The deadline for submission of applications is 25 March 2019 CoB.

The expert is expected to be engaged as of 01 April 2019. The schedule for the assignment is provided above, and shall be further precisely agreed with the consultants. The final date for the completion of the assignment shall be 31 November 2019.

## **III. PROFILE AND COMPETENCIES**

### **Qualifications**

Education:	Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.
Experience:	<p>Minimum 7 years of relevant experience;</p> <p>Proven record of practical experience with public budgeting and budgetary reforms facilitating the process of vulnerable groups' responsive budgeting. Experience with preparing budget submissions based on evidence will be considered as an advantage;</p> <p>Proven record of practical experience and expertise in public budgeting analysis and policy analysis from the perspective of vulnerable groups;</p> <p>Proven in-depth understanding of the public budgeting system in at least one of the economies of the enlargement region, preferably the one for which the applicant is applying for.</p> <p>Proven ability to prepare training materials and provide trainings to public executives and civil servants;</p> <p>Proven ability to conceptualize and provide on-the-job support to public executives and civil servants;</p>

	Proven analytical skills and ability to conceptualise and provide information and feedback concisely and clearly; Proven record of practical experience and expertise in desk research and reports preparation; Previous experience in working in the Western Balkans and Turkey;
Language requirements:	Fluency in English as the official language of the RCC and in one of the local languages of the Roma Integration participants.
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 contracting procedure).

### IV. QUALITY CONTROL

The expert 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 agreed requirements and meet adequate quality standards. Deliverables, particularly the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> deliverable, 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 expert in developing the documents may be recognised in the deliverables.

### V. APPLICATION RULES

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

**For the Individual Consultants:**

- Letter of Interest, with reference to a Roma Integration participant for which candidate is applying for;
- CV including relevant knowledge and experience;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the expert as well as detailed proposal of the work to be undertaken, proposed timeline (taking note of the respective budget calendar) and financial offer;
- 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;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the expert as well as detailed proposal of the work to be undertaken, proposed timeline (taking note of the respective budget calendar) and financial offer;
- 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.

**Applications need to be submitted by 25 March 2019 CoB, to the following address:**  
[ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)

## VI. EVALUATION RULES

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

EVALUATION GRID	Maximum Score
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> Relevant work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	<b>35</b>
<b>A.2. Quality and professional capacity of the consultant:</b> CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	<b>35</b>
<b>A.3 Quality of the concept note:</b> Concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	<b>30</b>
<b>B. Financial Proposal/ lowest price has maximum score</b>	<b>100</b>

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: APPLICATION SUBMISSION FORM**

**Open Call for Consultancy Services:** Expert Services to Pilot Guidelines for Roma Responsive Budgeting in the Western Balkans

**Reference Number: 010-019**

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

1 SUBMITTED by:

	Name(s) and address(es) of the Entity submitting this Application
Full Name the Entity	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the representative of the Entity] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

**Grounds for exclusion**

Candidates or bidders will be excluded from participation in a procurement procedure if:

- (a) They are 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) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They 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 Officer or those of the country where the contract is to be performed;
- (e) They 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.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition for participation in the contract procedure, or fail to supply this information.

### **Conflict of Interest**

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.
- b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary. The Consultant shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.
- d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or

supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.
- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## ANNEX II: BUDGET BREAKDOWN

REF: 010 -019

No	Cost Categories	Number of Units	Unit Cost	Total cost
1.	Daily fee			
<b>2.</b>	<b>TOTAL COSTS</b>			
<b>3.</b>	<b>Taxes (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; the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Travel costs are not subject of the financial offer and shall be treated separately.

**ANNEX III: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

REF: 010-019

By representing the Entity\_\_\_\_\_ we agree to participate exclusively in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

Full Name	Available from (Date)	Available until (Date)	Acceptance by signature	Number of man-days associated to each task from the ToR