

## Open Call for Consulting Services

Subject:	<b>Feasibility Study on Roma Housing for Kumanovo and Stip, Republic of North Macedonia</b>
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	09 March 2021
Timeframe:	15 March – 31 May 2021
Duration:	30 days
Number of posts:	Total 1 consultancy
Reference Number:	020-021
Eligible:	Individual consultants, <b>teams of consultants, legal entities providing consultancy services, consortia</b>

### **Terms of Reference:**

#### **I. BACKGROUND**

##### **Purpose**

The purpose of the consultancy is to develop a full and comprehensive feasibility study on the housing of Roma in the municipalities of Kumanovo and Stip in the Republic of North Macedonia.

The feasibility study should be based on the data already collected on Roma settlements in the municipalities of Kumanovo and Stip. It should analyse further the situation and propose comprehensive solutions for resolving the housing issues of all Roma inhabitants in the said municipalities. The solutions should be elaborated in details and include legal, technical, architectonic, infrastructural, financial and all other aspects necessary in order to be directly implementable. The solutions should be inspired by the idea of legalising as many as possible Roma dwellings rather than relocating families, which should be the last resort. For the families that must be relocated, budget solutions should be sought, such as refurbishing and adjusting existing buildings in the municipalities, rather than building new ones, which should be the last resort. The solutions should also be acceptable and consulted with the municipal actors and the families concerned.

It should be noted that the full feasibility studies will be used to present proposals for funding by the European Union for resolving the housing situation of Roma in the two municipalities.

##### **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 Roma Strategic Framework for Equality, Inclusion and Participation](#) 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 non-discrimination, participation and social inclusion focusing on 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.

Since the adoption of the [Poznan Declaration](#) by the leaders of the Western Balkans economies, and the reference to the Declaration within the EU Roma Strategic Framework, the Roma Integration action has been strongly supporting the governments in achieving the targets of this Declaration, including:

- increasing the employment rate of Roma in the public sector to the rate proportional to the participation of Roma in the overall population and increasing the employment rate among Roma to at least 25%;
- legalising all informal settlements where Roma live, where possible, or providing permanent, decent, affordable and desegregated housing where legalisation is not possible for justified reasons;
- increasing the enrolment and completion rate of Roma in primary education to 90% and in secondary education to 50%;
- ensuring universal health insurance coverage among Roma to at least 95% or a rate equal to that of the rest of the population;
- ensuring registration of all Roma in the civil registries;
- effectively tackle discrimination against Roma, including institutional and hidden.

The consultant's assignment fits in the overall Roma Integration action and 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 develop a full and comprehensive feasibility study on the housing of Roma in the municipalities of Kumanovo and Stip in the Republic of North Macedonia.

The feasibility study should be based on the data already collected on Roma settlements in the municipalities of Kumanovo and Stip. It should analyse further the situation and propose comprehensive solutions for resolving the housing issues of all Roma inhabitants in the said municipalities. The solutions should be elaborated in details and include legal, technical, architectonic,

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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.

infrastructural, financial and all other aspects necessary in order to be directly implementable. The solutions should be inspired by the idea of legalising as many as possible Roma dwellings rather than relocating families, which should be the last resort. For the families that must be relocated, budget solutions should be sought, such as refurbishing and adjusting existing buildings in the municipalities, rather than building new ones, which should be the last resort. The solutions should also be acceptable and consulted with the municipal actors and the families concerned.

It should be noted that the full feasibility studies will be used to present proposals for funding by the European Union for resolving the housing situation of Roma in the two municipalities.

Ideally, the consultancy should be performed by a team of consultants, consisting of a team leader responsible for editing the feasibility study, as well as a legal consultant, an architect, a person with knowledge and experience in the Roma community and a person with experience in negotiating with the municipal government, as a minimum.

The consultants should review the data that are already collected, based on which they should develop possible solutions for resolving the housing issue of all Roma families in the municipality. The solutions should be elaborated in detail, including legal, architectural / building and financial aspects. The solutions should be discussed with the municipal authorities and the Roma community in order to make sure those are acceptable and feasible.

**The expected output of the consultant is the full feasibility study on Roma housing for the municipalities of Kumanovo and Stip, Republic of North Macedonia.**

#### **Tasks:**

- Review the data collected on Roma settlements in Kumanovo and Stip
- Develop solutions for the housing of Roma in Kumanovo and Stip (for each family)
- Field studies in order to ensure the solutions are appropriate
- Consultations with the Roma community and the municipal authorities on the solutions
- Full elaboration of the solutions for housing, including legal, architectural / building and financial aspects
- Regular information and consultation with the Roma Integration Action Team on the work done.

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). 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. Full feasibility study on Roma housing for the municipalities of Kumanovo and Stip, Republic of North Macedonia**  
The deadline for deliverable 1 is 31 May 2021.
- 2. Assignment report** (listing and briefly describing all the activities undertaken by the consultant(s) in fulfilling the consultancy, and, if applicable, any challenges, added values or lessons learned)  
The deadline for the deliverable 2 is 31 May 2021.

#### **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 09 March 2021.**

The Roma Integration 2020 Action Team will conclude 1 consultancy contract for the period from 15 March 2021 to 31 May 2021.

### **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 preparing full projects / reports / feasibility studies or any other type of publication related to housing strategies (preferably for vulnerable groups, particularly Roma);</p> <p>Proven record of policy and legal documents analysis, analysis of housing related data, consultations with various stakeholders during the assignment;</p> <p>Previous experience in working in Republic of North Macedonia and in-depth knowledge of the economy and the topic of the consultancy for which the consultant applies is essential, including both knowledge of Roma inclusion strategies and the municipalities of Kumanovo and Stip, particularly in terms of housing;</p> <p>Experience in working on policies and data for vulnerable groups, notably Roma and notably housing;</p> <p>Proven communication, monitoring and reporting skills and ability to work in an environment requiring liaison and collaboration with multiple actors including central and municipal government representatives, international organisations, civil society institutions and other stakeholders;</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:**

- Technical Offer;
- Financial Offer.

#### **Technical offer:**

#### **For individual consultants:**

- Letter of Interest;
- CV outlining relevant knowledge and experience as described under Profile and Competencies;
- Work plan outlining the proposed action, 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).

#### **For legal entities and consortia of individual consultants:**

- Legal entities' profile, including a brief description (up to 2 pages) of the entity. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Legal Entity's Registration Certificate (in case of consulting companies/legal entities). In case of a bidding consortium, a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);

- CVs of experts, outlining relevant knowledge and experience as described in the Terms of References, along with contact details (e-mail addresses) of referees;
- Work plan outlining the proposed action, 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;
- Submission Form (Annex I);
- Signed Statements of Availability (Annex III).

### **Financial Offer, Annex II Budget**

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

- All figures should be expressed in EUR;
- The proposed budget should include daily fee rate for consulting services broken down by tasks; the fee rates should be broadly consistent with the framework rates applicable in the region for these types of professional services.

**Applications need to be submitted by 09 March 2021 to the following address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)**

**Please make sure that the application is submitted in two separate folders one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals.**

## **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	30

sources, research and analytical tools to be employed by the author, as well as the timeline.	
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: 020-021

One signed copy of this Call for Consultancy Submission Form must be supplied.

<b>1 SUBMITTED by:</b>	Name(s) and address(es) of the bidder submitting this tender
Full Entity Name	

### 2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

### 3 DECLARATION

[ **Company Name or Name of the entity** ] hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Call for Consultancy Ref: 020-021.

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: 020-021**

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

The fee rates should be broadly consistent with the framework rates applicable in the region for these types of professional services.

