

## Roma Integration 2020

### OPEN CALL FOR CONSULTING SERVICES

**:: REFERENCE NUMBER: 047-018 ::**

Terms of Reference:	Expert Services for Budgeting of Roma Integration Action Plan 2019-2020 of Serbia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	31 October 2018
Timeframe:	5 November – 14 December 2018
Duration:	10 days
Number of Consultants:	1
Reference Number:	<b>047-018</b>
Eligible:	Individual consultant

#### I. BACKGROUND

##### Purpose

The purpose of engaging an expert is to work with the Roma Integration 2020 Action Team in assisting the government of Serbia in budgeting the Action Plan 2019-2020 for the implementation of the Strategy for Social Inclusion of Roma Men and Women in Serbia 2016-2025.

The concrete output of the engaged expert's service is the budget of the mentioned Action Plan 2019-2020 (included as an integral part of the Action Plan and as part of the public budgeting system of Serbia). The budget of the Action Plan 2019-2020 shall be created in close consultations with the implementing institutions and other stakeholders involved in the formulation of the Action Plan 2019-2020 by the Working Group established by the Government of Republic of Serbia to develop the plan. The budget should reflect both public and donor funding for implementation, including central and local funding to the extent possible. It should also reflect targeted measures specific for Roma, as well as mainstream measures that benefit Roma, including specification of the allocations from the mainstream measures benefiting Roma. The budget needs to be feasible and realistic. The plan should contain principles for implementing, monitoring and reporting the budget.

##### Background Information

Roma Integration 2020 is a project implemented in the framework of the Regional Cooperation Council (RCC), in line with the EU Framework for National Roma Integration

Strategies and the EU accession process. While these processes established the basis for public policies, institutional arrangements and dialogue on Roma issues, impact on Roma remains limited. Roma still face social exclusion and discrimination leading to lack of education, chronic unemployment, limited access to healthcare, rudimentary housing, limited access to essential services and widespread poverty. The reasons are found in the isolation of the issues of Roma from mainstream public policies, public budgeting, public service institutions and administration, and exactly these reasons are addressed by the Roma Integration 2020 project.

The objective of the Roma Integration 2020 is to contribute to reducing the socio-economic gap between the Roma and non-Roma population in the Western Balkans and Turkey and to strengthen the institutional obligations of governments to incorporate and deliver specific Roma integration goals in mainstream policy developments. In line with this, Roma Integration 2020 aims to assist national governments to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; and (2) national budget planning and service delivery processes.

Roma Integration 2020 project activities include:

- direct assistance and technical support to governments to set up institutional arrangements to coordinate, consult, implement and report on Roma issues;
- public dialogue forums on Roma issues;
- policy clinics offering continuous support, specific consultative meetings and trainings and written policy recommendations on policy formulation, prioritising, mainstreaming, budgeting and monitoring;
- regional policy workshops to boost the aforementioned activities with exchange of promising practices and to ensure regional coordination in line with the EU accession process;
- annual assistance to reporting and reviewing of reports in line with the EU reporting;
- participation at EU organised meetings and processes related to Roma issues;
- streamlining Roma issues with the core work of RCC;
- visibility and coordination activities, including high level and task force meetings, as well as regular publishing of bulletins, maintaining of a website and publication of study based on the project achievements.

The Roma Integration 2020 participants are the Western Balkans and Turkey.

The expert's assignment shall be guided by the Roma Integration 2020 Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

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

The **specific objective** of the expert service is to formulate the *budget for the Action Plan 2019-2020* for the implementation of the Strategy for Social Inclusion of Roma Man and Women in Republic of Serbia 2016-2025 of the Government of Serbia.

### **Tasks**

In general, the tasks of the expert include participation in the action planning process and input to the budgeting of the action plan, consultations with the implementing institutions and other relevant stakeholders for the actual formulation of the budget of the action plan and

direct assistance for introduction of the planned budget in the central budgeting system of Serbia. The tasks shall be specified in more details in with the expert and the responsible government officials.

### **Deliverables**

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

1. Budget of the Action Plan 2019-2020 for the implementation of the Strategy for Social Inclusion of Roma Men and Women in Serbia 2016-2025, by 7 December 2018 (depending also on the dynamics of the planning of the other related parts of the action plan).
2. An assignment report, by 14 December 2018.

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

The expert will submit all reports and timesheets to the Roma Integration 2020 Action Team for review and approval of deliverables. The expert will work closely with the Roma 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.

### **Timeframe**

The deadline for submission of applications is 31 October 2018 CoB. The expert is expected to be engaged as of 5 November 2018. The 1<sup>st</sup> deliverable (Action Plan 2019-2020) is expected by 7 December 2018. The 2<sup>nd</sup> which is the assignment report is expected by 14 December 2018.

## **III. PROFILE AND COMPETENCIES**

### **Qualifications**

<b>Education:</b>	Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.
<b>Experience:</b>	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in public budgeting.</p> <p>Knowledge in participatory development of Action Plans, preferably in Roma integration or/and any of the listed thematic areas;</p> <p>Previous experience in working in Serbia and in-depth knowledge of the region essential;</p> <p>Proven analytical skills and ability to conceptualise and provide advice concisely and clearly;</p> <p>Proven ability to present and convey knowledge to executives and civil servants, and to provide hands on situation analysis;</p> <p>Experience in working on policies and budgets for vulnerable groups;</p> <p>Proven communication, presentation and reporting skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organisations,</p>

	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, and the official language of Serbia. Knowledge of Romanes is 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 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 Action Plan 2019-2020 proposal, is 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:**

- Letter of interest;
- CV(s) 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 and financial offer;

- Reference list including contact details (e-mail addresses) of referees;
- Application Submission Form (Annex 1);
- Financial offer, as per Budget Breakdown (Annex II).

When preparing the financial offer, the applicant should take into account the following that the proposed budget should include daily fee rate for consulting services broken down by task; 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 31 October 2018 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:

<b>EVALUATION GRID</b>	<b>Maximum Score</b>
<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: SUBMISSION FORM**

**Open Call for Consultancy Services: Expert Services for Budgeting of Roma Integration Action Plan 2019-2020 of Serbia**

**REF: 047-018**

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

1 SUBMITTED by:

	Name(s) and address(es) of Individual Consultant submitting this Application
Full Name of Individual Consultant	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the Individual Consultant] \_\_\_\_\_ 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 it is known that:

- (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 of 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: 047 -018

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.