

Roma Integration

Open call for consulting services

Reference number: 013-022

Terms of Reference:	Developing a Methodology for Roma Survey in Montenegro
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Timeframe:	(17 consultancy days) February 2022–May 2022
Eligible:	Consulting companies and other legal entities, individual consultants or individual consultants within bidding consortia
Number of consultants:	Total 1 consultancy
Application Deadline:	14 February 2022

I. BACKGROUND

Purpose

The purpose of the consultancy is to elaborate a methodology for Roma survey in Montenegro. The elaboration of the methodology must be in line with the [Poznan Declaration](#), indicators identified by the relevant institutions in coordination with the National Roma Contact Point, Strategy for social inclusion of Roma and Egyptians, Operational Conclusions, previous regional surveys on Roma, and [EU's Fundamental Rights Agency's Roma Survey](#).

Data on the situation of Roma are crucial for formulating, budgeting, implementing and monitoring the Roma inclusion policies, including in regards to the achievement of the targets set in the Poznan Declaration. The methodology will use the available data to formulate evidence-based policies for integration of Roma, and to establish a proper mechanism for monitoring and reporting on the implementation of Roma policies.

Implementing entity will further provide space for defining survey instruments – questionnaires, data recording and storing system, analytical tools and instructions, reporting instructions and report, etc.

Data collection on Roma inclusion is an agreed objective set in the Poznan Declaration with the key performance indicators to assess progress within the EU enlargement process.

Background Information

The Regional Cooperation Council's (RCC) Roma Integration Action Team implements the Roma Integration 2020 action. 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 Roma¹ 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.

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

¹ 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.

Objectives and scope of the assignment

The aim of the methodology is to propose the most appropriate approach for data collection in Montenegro and contribute to the efforts of the Government of Montenegro to establish a proper mechanism for monitoring and reporting on the implementation of Roma policies, including data relevant to measure the achievements of the objectives set forth in the Poznan Declaration.

The methodology should be based on the requirements provided by various stakeholders, responsible governmental institutions, MONSTAT, the National Roma Contact Point (NRCP), Ministry of Justice, Human and Minority Rights, UN agencies, EU Delegation and the RCC Roma Integration 2020.

Tasks:

- Propose a method and plan of work that will serve the needs of the main stakeholders.
- Identify, collect and organise all the needed information required for collecting further data from different stakeholders (national and international) to support monitoring and reporting on Roma inclusion.
- Develop a methodology that will incorporate input and output, variables for the data collection, statistical units, scope, objectives and all necessary content-related requirements for the methodology. The methodology should introduce a module of social exclusion/inclusion (material deprivation) that would be comparable with other economies.
- Within the frame of the methodology, review the conditions and propose the term Roma as an ethnicity to be insert in the central population register (CPR) according to the needs and future data production, and propose possible connection with different Montenegrin national registries (personal identification number could be used as a parameter).
- Present the produced documents (methodology, report, etc.) and discuss the framework of the methodology – geographical coverage, target groups, questions and instrument to be applied with MONSTAT, NRCP, RCC Roma Integration 2020, EU Delegation (and other relevant actors).

Deliverables

During the course of the assignment, the consultant will produce the following deliverables:

1. Method and plan of work that will serve the needs of the main stakeholders
2. Proposal (draft) of the methodology for Roma Survey
3. Final Methodology for Roma Survey
4. Final 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 deadline for submission of applications is 14 February 2022.

The Roma Integration 2020 Action Team will engage 1 consultant in the period from February 2022 to May 2022, for 17 days.

PROFILE AND COMPETENCIES

Qualifications

Education:	Advanced degree in statistics, mathematic, sociology, social sciences, economics or other areas relevant to the subject of work
Experience:	<ul style="list-style-type: none"> • Participation in at least 3 similar surveys • Experience in at least one project, where the consultant/s was/were leading the process of development of methodology for statistical survey • Good understanding of collecting, processing and dissemination of statistical data • Good coordination skills • Knowledge of the European and national strategies and approaches towards Roma inclusion in SEE will be a strong asset
Language requirements:	Fluency in English, as the official language of the RCC Fluency in Montenegrin language as the working language in the process of consultancy
Other:	Familiar with MS Office applications and other statistical systems

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);
- CV of an consultant/s, 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 **14 February 2022** to the following address

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 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, a 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 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 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: 013-022

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

1 SUBMITTED by:	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: 067-020.

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 consultant/ss in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the call for consultant/ss on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname of	
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the Authorized Person representing the Entity	
Signature	
Date	

ANNEX II: BUDGET BREAKDOWN

REF: 013-022

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

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

