

Roma Integration

Open call for consulting services

Reference number: 094-021

Terms of Reference:	Official Public Policy Document on Roma Inclusion in the Republic of Serbia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Timeframe:	20 October – 24 December 2021 (15 consultancy days)
Reference Number:	094-021
Eligible:	Consulting companies, other legal entities, individual consultants or individual consultants within bidding consortia
Application Deadline:	14 October 2021

I. BACKGROUND

Purpose

The aim of the assignment is to provide technical support for the process of formulating the official public policy document for Roma inclusion of the Republic of Serbia as required by the Law on Planning System. The technical support includes soliciting inputs from key institutions for drafting the public policy document, collecting and incorporating relevant comments from various stakeholders, including through public consultation process, and formulating the final official document for adoption by the Government of Republic of Serbia. The document should be aligned with the legislation, as well as the [Declaration of Western Balkans Partners on Roma Integration within the EU Enlargement Process](#) and the [EU Roma strategic framework on equality, inclusion and participation](#). The Ministry of Human and Minority Rights and Social Dialogue, as the lead institution, is the key governmental partner in formulating the public policy document. The consultancy will be conducted in close cooperation with GIZ (as the organisation providing technical support for the action planning process).

Background Information

The Roma Integration 2020 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 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.

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.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The aim of the assignment is to provide technical support for the process of formulating the official public policy document for Roma inclusion of the Republic of Serbia as required by the Law on Planning System.

Consultant output includes:

- Final public policy document on Roma inclusion of Republic of Serbia to be submitted for adoption by the government

Tasks:

- Formulating the first draft of the public policy document
- Conducting individual consultations with the key institutions
- Facilitating consultancy meetings with various stakeholders and collecting inputs
- Formulating the second draft of the public policy document
- Conducting pre-final round of consultations with key stakeholders
- Formulating final draft of the public policy document
- Preparing, supporting and collecting inputs from public consultations (online and meetings)
- Preparing a report on public consultations
- Final round of consultations with key stakeholders
- Formulating final public policy document (for review and adoption by the government)
- Assignment report

The purpose of the assignment is to provide technical support for the process of formulating the official public policy document for Roma inclusion of the Republic of Serbia as required by the Law on Planning System. The technical support includes soliciting inputs from key institutions for drafting the public policy document, collecting and incorporating relevant comments from various stakeholders, including through public consultation process, and formulating the final official document for adoption by the Government of Republic of Serbia. The document should be aligned with the legislation, as well as the [Declaration of Western Balkans Partners on Roma Integration within the EU Enlargement Process](#) and the [EU Roma strategic framework on equality, inclusion and participation](#). The Ministry of Human and Minority Rights and Social Dialogue, as the lead institution, is the key governmental partner in formulating the public policy document. The consultancy will be conducted in close cooperation with GIZ (as the organisation providing technical support for the action planning process).

The consultant(s) is expected to complete the task by 24 December 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 government and other relevant stakeholders to the extent possible.

Timeframe

The Roma Integration 2020 Action Team will engage one consultant in the period from 20 October – 24 December 2021.

PROFILE AND COMPETENCIES

Qualifications

Education:	A degree in a field of organisational development, strategic planning, public policy (or any other relevant field).
Experience:	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in strategic planning, particularly of public policies, including excellent knowledge of setting objectives, indicators, targets, and other key strategy planning aspects;</p> <p>Proven record of practical work in the field of strategic planning, particularly of public policies;</p> <p>Previous experience in working in the region, and in-depth knowledge of the topic of the consultancy is essential;</p> <p>Proven analytical, writing and planning skills;</p> <p>Proven ability to provide instructions during the work process and in the form of a manual;</p> <p>Experience in working on policy/strategy formulation for vulnerable groups, notably Roma;</p> <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, at national and local level;</p> <p>Proven writing abilities, argumentation and negotiation skills;</p> <p>Knowledge of the legislative framework on strategic planning in the region will be considered an asset;</p> <p>Previous experience in working on Roma issues will be considered an advantage.</p>
Language requirements:	<p>Fluency in English, as the official language of the RCC.</p> <p>Knowledge of one of the local languages in the region and/or 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);
- CV of the expert, 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 October 2021** to the following address 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 demonstrates 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: 094-021

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: 061-020.

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 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: 094-021

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

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

