

## **Roma Integration Open call for consulting services**

Reference number: 014-022

**Terms of Reference:** Education programme for Romology studies

**Contracting Authority:** Regional Cooperation Council Secretariat

**RCC Department:** Roma Integration Action Team

**Reporting to:** Roma Integration Action Team Leader

**Timeframe:** (14 consultancy days) February 2022 –April 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 support the implementation of the Action Plan for the Implementation of the Strategy for Social Inclusion of Roma and Egyptians in Montenegro 2021-2025 in the area of education. Under item 1.26 the Action Plan envisages an education programme for Romology. The goal of this programme is to develop a module on the origin of Roma people, identity, language, literature and culture in the Roma community itself.

The Romology programme is intended for individuals or institutions that work with the Roma population on projects and programmes for Roma and aims to introduce students to the identity, culture, language and literature of the Roma.

The programme is to be implemented in 4 modules for 15 participants in order to prepare them to deliver knowledge and teach Romani studies in the near future.

The programme is designed as a link between language and other disciplines such as law, economics, ecology, agriculture, phytosanitary protection and others. It is directly related to the application of ancient languages in other disciplines, through translation. It is accredited by the Ministry of Education, Science, Culture and Sports of Montenegro.

Upon completion of the education programme, the trainees will be able to gain knowledge of the Roma identity, Romani language, Roma culture and Romani literature, mediate in the revival of, preserve and develop the Roma language, culture and literature of the Roma within different and multiple identities, understand the concept of Romology as a new interdisciplinary field that deals with experiences, identities, language, culture and written language through criticism and discussion to understand the situation of Roma in the context of changing social, economic, cultural and political situation in Europe.

### **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 Roma<sup>1</sup> 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.

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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.

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**

### **Objectives and scope of the assignment**

The aim of the assignment is to support the implementation of the first module of the training for Romology. A Roma professor/ expert will teach the aspects presented in the modules in the field of Romology, in addition to mastering the Romani language.

The structure of the educational programme is as follows:

1. ROMA IDENTITIES AND IDENTITY DILEMMAS
2. ROMA CULTURE
3. ROMA LANGUAGE AND CULTURE
4. ROMA LITERATURE

RCC Roma Integration will support the delivery of the first module while the Ministry of Education, Science, Culture and Sports will support the second, third and fourth module.

The methodology of the educational programme is in line with the curriculum of the Ministry of Education, Science, Culture and Sports of Montenegro.

At the end of each module, a written and oral test of knowledge will be organised, and the assessment will also include points that candidates gain through a research project, presentation and regular class attendance.

### **Tasks:**

- Propose a method of work and a work plan.
- Deliver training for the first module on Roma Identity.
- Teaching should be as interactive as possible, with the maximum participation of students, through work in pairs and groups. Teaching should also include discussion, critical consideration of certain problems, as well as certain types of analysis. In addition, participants should do independent research and be ready to present them. Audio and video materials should be used in the classroom, which support the content defined by each module.

### **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 training
2. Delivered training in Romology studies, module 1 Identity of Roma
3. Final report of the assignment

### **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 April 2022, for 14 days.

## PROFILE AND COMPETENCIES

### Qualifications

Education:	BA in Humanities, Social Science, Philology and Languages, Pedagogy etc.
Experience:	Knowledge of the Romani language, identity and literature and culture of Roma. Experience in teaching. Experience in translating will be considered an advantage. References in the context of Romology.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in Romani language.
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 [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 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](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: 014-022

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: 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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Authorized Person Representing the Entity	
Signature	
Date	

## ANNEX II: BUDGET BREAKDOWN

REF: 014-022

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

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

