

## Roma Integration 2020

### OPEN CALL FOR CONSULTING SERVICES

**REFERENCE NUMBER: 023-018**

Terms of Reference:	Consultant for Mapping of Housing Initiatives in the Enlargement Region
Title:	Housing Initiatives Mapping Consultancy
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	05 April 2018
Timeframe:	12 April – 16 June 2018
Duration:	12 days
Number of consultants:	1
Reference Number:	<b>023-018</b>
Eligible:	Individual consultants

#### I. BACKGROUND

##### Purpose

In the framework of the RCC Roma Integration 2020 Project the services of one consultant on housing initiatives' mapping are needed. The consultant will be required to identify, take stock and analyse regional and economy-specific housing initiatives relevant for Roma in the enlargement region. The mapping will include comparative analysis of common strong points and shortcomings of past and current housing initiatives and their compliance with relevant obligations under the current Roma integration action plans and other commitments for housing of Roma undertaken by the governments in the enlargement region. Based on the analysis, the consultant will propose a holistic approach to housing together with corresponding methodology for implementation of such an approach. As a minimum, the holistic approach shall encompass an integral approach to housing, principle of participation of the beneficiaries throughout the process, and individualised needs-based approach. The findings will be presented at the forthcoming regional conference *Holistic Approach to Housing for Roma in the Enlargement Region* organised under the framework of the Regional Cooperation Council (RCC) Roma Integration 2020 in Montenegro on 6-7 June 2018.

##### 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 reason is found in the isolation of the issues of Roma from mainstream public policies, budgeting, public service institutions and administration, and exactly this reason is 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 enlargement region 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 contribute to the content and implementation of the forthcoming regional conference Holistic Approach to Housing for Roma in the Enlargement Region organised under the framework of the Regional Cooperation Council (RCC) Roma Integration 2020 Project in Montenegro on 6-7 June 2018.

In particular the consultant shall deliver the following tasks:

- 1. Identify and analyse regional and economy-specific housing initiatives in the enlargement region relevant for Roma.**

The comparative analysis shall focus on common structural strengths and weaknesses of past and current housing initiatives, compliance of initiatives with relevant obligations stipulated under the current Roma integration action plans and other commitments in this area undertaken by the governments, and level of implementation of relevant obligations under these commitments.

**2. Develop a holistic housing approach proposal together with a corresponding methodology for its implementation.**

The holistic approach should be:

- **integral**: combine activities in area of housing with activities in other areas such as employment, education, etc., ensuring sustainability and decency of living;
- **participative**: including Roma into the whole process - from planning to implementation;
- **individually tailored**: taking into account the specific situation of each family.

Holistic approach aiming to design tailor-made housing measures will require comprehensive data about housing, health, social, economic, civil, and family situation of potential beneficiaries. The methodology for performing needs assessment of potential Roma beneficiaries and deciding on appropriate measures will be developed for this purpose.

**3. Present the results of the analysis, the holistic approach and the corresponding methodology at the regional conference.**

**4. Prepare an assignment report.**

### **Deliverables**

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

1. Comparative analysis of identified strengths and weaknesses of relevant housing initiatives in the enlargement region by 07 May 2018.
2. Holistic housing approach proposal and corresponding methodology by 21 May 2018.
3. Participation in the regional conference and presentation of findings on 06 and 07 June 2018.
4. An assignment report by 16 June 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 05 April 2018 CoB.

The expert is expected to be engaged as of 12 April 2018. The 1<sup>st</sup> deliverable (comparative analysis) is expected by 07 May 2018. The 2<sup>nd</sup> deliverable (holistic housing approach proposal and methodology) is expected by 21 May 2018. Participation in the conference is expected on 06 and 07 June 2018 (tentatively). The assignment report is expected by 16 June 2018.

### III. PROFILE AND COMPETENCIES

#### Qualifications

Education:	Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.
Experience:	Minimum of 7 years of relevant experience; Proven record of practical experience and expertise in mapping and/or comparative analysis, or similar, preferably on housing initiatives and/or Roma integration measures, policies and programmes; Proven record of practical experience and expertise in working on and/or designing initiatives aimed at vulnerable groups following participative and/or integral approach; Proven in-depth understanding of housing initiatives and their modus operandi; Previous experience in working in the enlargement region; Proven analytical skills and ability to conceptualise and provide information and feedback concisely and clearly; Proven writing and reporting abilities and argumentation skills.
Language requirements:	Fluency in English as the official language of the RCC. Knowledge of one or more of the official languages of Roma Integration 2020 participating economies will be considered an advantage; 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 holistic housing initiatives approach 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 of the engagement in accordance with the Terms of Reference, outlining proposed action by the consultant, sources of information to be used, timeline and research tools to be employed by the consultant;
- An outline work programme of a maximum of 1 page describing the proposed action by the consultant, sources of information to be used, timeline and research tools to be employed by the consultant;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies;
- Service Submission Form (Annex I);
- Financial offer, as per Budget Breakdown Annex II.

**Applications need to be submitted by 05 April 2018 CoB, to the following address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)**

#### **VI. 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. An outline work programme
3. Financial evaluation based on Annex II

The best value for money is established by weighing technical quality against price on a 80/20 basis.

### Technical Evaluation

<b>EVALUATION GRID</b>	<b>Maximum score</b>
Education	<b>30</b>
Qualifications and Skills Required	<b>30</b>
An Outline Work Programme	<b>30</b>
Required Language Skills	<b>10</b>
<b>TOTAL SCORE</b>	<b>100</b>

### Financial Evaluation

<b>Financial Proposal/ cheapest price has maximum score</b>	<b>100</b>
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**In addition to the results of the application, a competency-based interview will be held with the selected candidates.**

**ANNEX I: SUBMISSION FORM**

**REF: 023-018**

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

1 SUBMITTED by:

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 **DECLARATION**

[Name ] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Call for Consultancy 023-018.

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: 023-018**

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

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