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## **Roma Integration**

Reference number: 026-019

Terms of Reference:	<b>Roma Integration: Analyses of mainstream policies targeting Roma integration in the Western Balkans and Turkey</b> <i>Albania, Bosnia and Herzegovina, Kosovo*, Republic of North Macedonia, Montenegro, Serbia and Turkey</i>
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	5 September 2019
Timeframe:	15 September 2019 – 30 November 2019
Duration:	10 days
Number of posts:	Total of 7 consultancies; 1 per each economy of the Western Balkans and Turkey
Reference Number:	026-019
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

## I. BACKGROUND

### Purpose

The purpose of the consultancy is to provide input for constructive and evidence-based discussion on effective ways to incorporate **Roma integration into the Mainstream Policies**.

The national analyses will be a starting point for development of key national and regional interventions and policies for Roma Integration in **education, employment, housing and health**, within the existing mainstream policies.

The concrete existing targeted policies on Roma integration are the strategies and action plans that have not been fully implemented in the last few years. These policy plans are not necessarily reflecting the newest developments in the relevant mainstream policies and budgets. Incorporating the Roma integration policy plans in the relevant mainstream policies is necessary to ensure more effective implementation of both the Roma integration policy and the mainstream policies.

Therefore, it is important to find a niche between the existing mainstream policies not directly targeting Roma as a vulnerable community on one side, and the national strategies and action plans for Roma integration on the other side. The analyses' results should foster further efforts to make appropriate use of existing complementary approaches so as to benefit and target Roma. The national policies, legislation and sectoral strategies need to be explored on how inclusive they are towards Roma.

Planning, modifying and proposing new policies, by which arguments for improvements will be provided, will follow after the published and discussed analyses. The consultancy covers Albania, Bosnia and Herzegovina, Kosovo\*, Republic of North Macedonia, Montenegro, Serbia and Turkey.

### Background Information

The Roma Integration 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 accession process.

The overall objective of the Roma Integration action is to contribute to reducing the socio-economic gap between the Roma\* 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 mechanisms and policy framework 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;

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\* 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.

- 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 shall be guided by the Roma Integration Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

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

Ideally, one consultant (team of consultants, legal entity or consortia) will be assigned to one economy in the region, although it is possible for one consultant to cover more than one economy, if necessary.

The purpose of the national analyses is to provide an overview of where it is possible to mainstream Roma integration in governmental/ministerial policies, programmes, projects and interventions. Where information is available, the analyses should also cover possibilities to mainstream Roma integration in ongoing/foreseen relevant policy reforms.

### **The national analyses should:**

- Identify how actions under the different national policies and thematic objectives may concern Roma integration.
- Analyse how Roma could be considered in the context of mainstream programmes, projects and interventions related to thematic areas of relevance (employment, education, housing, health) if they are not specifically targeted.
- Identify any existing obstacles for Roma to benefit from the mainstream policies.
- Provide input for constructive and evidence-based discussions in the frame of the action.
- Give a perspective for future planning and implementation of mainstream policies that are relevant for Roma integration at regional level, among the Western Balkans economies.
- Identify successful or promising measures, experiences, and methods to make mainstream policies, programmes, projects and/or interventions inclusive of Roma.

### **Tasks:**

- The consultant should become familiar with the national strategies for Roma integration and the national action plans.
- The consultant should become familiar with the existing relevant and available national policies on education, employment, housing and health, the state reforms in these areas, the current regulations and sectoral strategies.
- The consultant should review the existing mainstream policies, legislation and sectoral strategies of relevance in **employment, education, housing and health** and explore how Roma integration (policies) can be incorporated in the mainstream policies beyond their current meaning.

- The consultant should identify, if any, mainstream policy formulations that might be modified to include novelties, actions and projects for Roma in the upcoming period in terms of their content and/or in terms of the expected reform processes.
- The consultant should perform desk-research, and other fact-finding activities, analyse the situation as described under the assignment objectives and prepare national analyses with conclusions and findings on mainstreaming Roma policies.
- The consultant should prepare a presentation of the national analysis and possible findings, conclusions and recommendations on mainstreaming Roma policies that will be delivered at a regional conference on the topic of mainstreaming organised by the Roma Integration action. The expenses for attending the conference for the consultants shall be covered by the Roma Integration action in addition to the consultancy fee (please do not include such expenses in the financial proposal of the application).
- The consultant should also prepare a short assignment report, elaborating the work undertaken during the consultancy, the challenges faced, and any recommendations for the action.

A summary of findings and conclusions regarding addressing Roma integration through mainstreaming will serve for international and regional discussions, by economy. The discussions will involve governmental representatives and gather key players in planning and implementation of mainstream and Roma policies at the national level.

If the consultant needs to visit the economies in order to gather information and discuss with the relevant government officials, the travel costs shall be covered by the Roma Integration action separately from the consultancy fee (please do not include such costs in the financial proposal of the application). Traveling to the economies is subject to approval by the Roma Integration Action Team.

## **Deliverables**

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

### **1. The national mainstreaming analyses should include:**

- conclusions and findings on methods, practices, and possibilities to mainstream Roma integration policies in employment, education, housing and health;
- information about existing targeted mainstream policy with an incorporated Roma integration segment (as a direct action, plan, and project) and established preconditions that enabled successful targeting;
- information about identified mainstream priorities and measures of relevance where Roma are not directly targeted but that can have an effective and positive impact for Roma integration if appropriately defined and implemented.

**The national mainstreaming analyses** should be submitted by **30 October 2019**;

2. **Presentation of summary findings** at the regional mainstreaming conference organised by the Roma Integration action, **by 20 November 2019 (tentatively)**;

3. **Assignment report**, by **30 November 2019**.

### **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 5 September 2019 CoB.**

The Roma Integration 2020 Action Team will engage one consultant per economy in the period from 15 September 2019 to 30 November 2019, the latter being the final deadline for submitting the assignment report. The consultant(s) shall participate at a Conference that is tentatively scheduled for mid-November 2019.

## **PROFILE AND COMPETENCIES**

### **Qualifications**

Education:	Advanced degree in public administration, finance, 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 theoretical knowledge, practical experience and expertise in analysis, assessment and formulation of housing, health, education and employment policies (at least two of the priority policies); Proven record of policy and legal documents analysis; Previous experience in working in the respective economies and in-depth knowledge of the economy for which consultant applies is essential for the areas relevant for the call; Proven analytical skills and ability to conceptualise and provide advice concisely and clearly; Proven ability to provide hands-on situation analysis; Experience in working on policies and data for vulnerable groups, notably Roma; 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; Proven writing abilities, argumentation and negotiation skills.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in one of the languages of participating economies. Knowledge of Romani will be considered 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 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. Deliverables, particularly the national analyses on mainstreaming Roma policies should include the conclusions and findings on ways and practices to mainstream Roma policies in employment, education, housing and health. Thus, 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:**

**For individual consultants:**

- Letter of Interest in accordance with the Terms of Reference, with a reference to a Roma Integration participant for which the candidate is applying for;
- CV outlining the relevant knowledge and experience as described under the Profile and Competencies;
- Work plan outlining the proposed action by the consultant, sources of information to be used, timeline and tools to be employed by the consultant;
- Reference list including the contact details (e-mail addresses) of referees;
- Application Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).

**For companies and consortia:**

- Company profile including a brief description (up to 2 pages) of the company. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Company's Registration Certificate (in case of consulting companies). In case of a bidding consortium, a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - company's balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- CV of an expert, with reference to a Roma Integration participant the candidate is applying for, outlining the relevant knowledge and experience as described in the Terms of References, along with the contact details of referees;
- Work plan outlining the proposed action by the consultant, 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 the relevant experience in the subject matter;
- Service Tender Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).
- Signed Statements of Exclusivity and Availability (Annex III);

When preparing the financial offer, the applicant should take into account that the proposed budget should include daily fee rate for consulting services broken down by tasks; 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 5 September 2019 to the following address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)**

**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:** 026-019

**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 026-019.

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: 026-019

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 EU framework rates for these types of professional services.

