



Roma Integration 2020
is co-funded by the
European Union



Roma Integration

Reference number: 015-019

Terms of Reference:	Roma Integration: Expert Support to Monitoring 2019
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	11 April 2019
Timeframe:	15 April 2019 – 15 June 2019
Duration:	5 days per consultant
Number of posts:	Total 7 consultancies; 1 per each economy of the Western Balkans and Turkey
Reference Number:	015-019
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

I. BACKGROUND

Purpose

The purpose of the consultancy is to assist the National Roma Contact Point from the economy where the assignment is performed (Albania, Bosnia and Herzegovina, Kosovo*, Republic of North Macedonia, Montenegro, Serbia and Turkey) in preparing the 2018 Annual Report and setting the monitoring mechanism for 2019.

The consultant should assist the National Roma Contact Point in preparing the 2018 Annual Report on the implementation of the Roma integration policy of the economy of assignment, using the [format](#) adopted by the Roma Integration Task Force. The task entails soliciting inputs from the relevant implementing institutions, the statistical offices and the central financial institution, analysing the inputs, soliciting additional information as needed, preparing the information for the report as required within the format, and compiling the report. Additionally, the consultant is required to assist the National Roma Contact Points to advance the monitoring and reporting mechanism by preparing the required materials to solicit inputs from the relevant implementing institutions.

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 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 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;
- 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.

* 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.

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 objective of the consultancy is to ensure that the government of the economy of assignment produces a comprehensive 2018 Annual Report on the implementation of the Roma integration policy in the economy and establishes or improves the monitoring system.

The 2018 Annual Report should be prepared according to the regionally agreed [format](#) adopted by the Roma Integration Task Force. It should follow the strategy/action plan for Roma integration, but may also include the measures envisaged within the Operational Conclusions and the Action Plan on Chapter 23 (as relevant). It should contain condensed information on the implementation of each planned measure, including information on the beneficiaries (disaggregated by ethnicity and sex) and on the planned and spent budget for each measure. The report should also provide an overview of the budget spent for the implementation of the Roma integration policy in 2019. Highly important part of the report is the assessment of the impact of Roma integration policy, for which statistical data disaggregated by ethnicity and sex should be provided according to the agreed indicators.

The process of preparing the report starts by the National Roma Contact Point soliciting inputs from the implementing institutions, the statistical office and the central financial institution (Ministry of Finance) on the implementation of the Roma integration policy, whereby the consultant assists in preparing the requests for input. The next step is the assessment of the inputs provided by the institutions in order to consolidate the information and prepare it for the report in the format needed (short, precise, focused, including statistics) and requiring further information as needed. The analysis also entails performing of operations on the received information if needed (for example, to calculate the budget spent for a measure in case the number of beneficiaries and the relative average cost of the service is provided). The final step is to compile the report. The consultants may work with the National Roma Contact Points and the relevant institutions in local languages. The final output of the process – the 2018 Annual Report must be submitted in English.

In addition, the consultant shall assist the National Roma Contact Point to set or advance the procedures for internal monitoring and reporting, in terms of preparing forms for different institutions, standardising the procedure of preparing the annual report, and working with the Roma Integration Action Team in proposing mechanism for improvement of the statistical and budgetary reporting. This task shall be defined more closely with the consultant, depending on the specific context in the economy of assignment.

The final output of the assignment, besides the 2018 Annual Report prepared by the government with the assistance of the consultant, is the assignment report that the consultant is required to submit to the Roma Integration Action Team. The assignment report should provide detailed information on the process of the consultancy, including all the relevant information on stakeholders, activities, time allocated, produced outputs and outcomes. The assignment report should also contain the consultant's opinions on various aspects of the process, identified challenges and bottlenecks and potential solutions and recommendations.

Tasks

- Assist the National Roma Contact Point to prepare the 2018 Annual Report on the Roma integration policy implementation by:
 - Soliciting inputs from relevant institutions (implementing, statistical, financial)
 - Analysing received information and preparing the information for the report
 - Compiling the 2018 Annual Report
- Assist the National Roma Contact Point to establish/advance the internal monitoring and reporting mechanism. This particular task is dependent on the specific context in the economy, and may include preparing standard information request forms, schedule

of reporting, formulation of indicators, and similar. It shall be precisely defined with the Roma Integration Action Team at the beginning of the assignment.

Deliverables

- 2018 Annual Report (a product of the government, with the assistance of the consultant).
- Assignment report of the consultant.

Lines of Communication and Reporting

The consultants will submit all reports and timesheets in English language to the Roma Integration Action Team for review and approval of deliverables. The consultants 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 consultants with National Roma Contact Points and other designated officials.

Timeframe

The Roma Integration Action Team will engage one consultant per economy in the period from 15 April 2019 to 15 June 2019, the latter being the final deadline for submitting the listed deliverables.

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:	<p>Minimum of 7 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in reporting and monitoring on public policy, both quantitative and qualitative, preferably on Roma integration or/and another relevant policy;</p> <p>Previous experience in working in the respective economy and in-depth knowledge of the economy is essential;</p> <p>Proven analytical skills and ability to conceptualise and provide advice concisely and clearly;</p> <p>Proven ability to provide hands-on situation analysis;</p> <p>Experience in working on policies for vulnerable groups;</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;</p> <p>Proven writing abilities, argumentation and negotiation skills;</p> <p>Proven writing skills, precise and concise expression in written;</p> <p>Belonging to a disadvantaged group, primarily Roma, shall be considered an advantage.</p>
Language requirements:	<p>Fluency in English, as the official language of the RCC.</p> <p>Fluency in the language of the given participating economy. Knowledge of 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 consultants 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 2018 Annual Report, are a result of the joint work of relevant stakeholders on Roma integration, for which the consultant 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 Roma Integration action must be recognised in the deliverables, and the support of the consultants may also be recognised.

IV. APPLICATION RULES

The application needs to contain the following:

For the Individual Consultants:

- Letter of Interest, with reference to a Roma Integration participant for which candidate is applying for;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies;
- Work plan outlining proposed action by the consultant, 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;
- Application Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).

For the 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 relevant knowledge and experience as described in Annex I Terms of References, along with contact details of referees;
- Work plan outlining 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 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.

Application need to be submitted by 11 April 2019 to the following address 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	35

size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	
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, 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:** 015-019

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 015-017.

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: 015-019

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 EU framework rates for these types of professional services.

