



Roma Integration 2020  
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**OPEN SOCIETY  
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## **Roma Integration**

Reference number: 007-020

Terms of Reference:	<b>Roma Integration: Kosovo* - Expert support for mid-term evaluation of the Strategy for Inclusion of Roma and Ashkali Communities in Kosovo* Society 2017-2021 and local level capacity building for monitoring the Strategy and the Action Plan</b>
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	<b>10 February 2020</b>
Timeframe:	<b>17 February–17 April 2020</b>
Duration:	<b>15 days</b>
Number of posts:	<b>Total 1 consultancy</b>
Reference Number:	007-020
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 assist the National Roma Contact Point in Kosovo\* for:

1. Mid-term evaluation of the implementation of the Strategy and Action Plan for the Inclusion of Roma and Ashkali Communities in Kosovo\* Society (2017-2021).
2. Drafting a Local Monitoring Framework for the implementation of the Strategy and Action Plan for the Inclusion of Roma and Ashkali Communities in Kosovo\* Society (2017-2021).

The expert should assist the National Roma Contact Point in preparing the mid-term evaluation report of the Strategy and Action Plan for the Inclusion of Roma and Ashkali Communities and setting the local level monitoring mechanisms for and post 2020, calling upon the indicators set in the Declaration of Western Balkans Partners on Roma Integration within the EU Enlargement Process.

The expert should develop a methodology for monitoring using the [format](#) adopted by the Roma Integration Task Force and 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.

In the second phase of the task: capacity building at the municipal level, the expert should propose a best practice model for coordination and monitoring between the local coordinators and the central level – Office of the Prime Minister/Office of Good Governance.

Municipal Action Committees have been established in 18 municipalities and Coordinators for monitoring the implementation of the Strategy have been appointed by the Mayors.

### 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<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 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;

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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.

- 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 assignment is provided as a technical support from RCC RI2020 to the Government of Kosovo\* on a request of the Office of Good Governance and the National Roma Contact Point to:

- evaluate the mid-term implementation of the Strategy and Action Plan for the inclusion of Roma and Ashkali Communities in Kosovo\* society 2017-2021 and
- support the development of a local level monitoring framework.

The assignment shall be guided by the Roma Integration Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

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

The objective is to ensure that the government of the economy of assignment produces a comprehensive mid-term evaluation report for the implementation of the Strategy for Roma and Ashkali, in force since 2017, and establishes or improves monitoring system at local level.

The mid-term evaluation should produce a report that will guide further development and planning of programmes and activities for the post 2020 period in line with the strategy/action plan for Roma integration, the measures envisaged within the Operational Conclusions and the Declaration of Western Balkans Partners on Roma Integration within the EU Enlargement Process.

It should contain information on the impact of 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 2017-2019. Highly important part of the report is the assessment of the impact of Roma integration policy. The report has to provide an overview of the implemented Strategy and Action Plan for Roma Integration and envisage steps for improvement, better monitoring, coordination between institutions, data collection and future policies and programmes for improvement according to the EU Framework for National Roma Integration Strategies that comes to an end in 2020 and a new initiative which is being prepared.

In addition, the expert shall assist the National Roma Contact Point to set or advance the monitoring and reporting procedures on local level, 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 a mechanism for improvement of the statistical and budgetary reporting. According to the need, the Office of Good Governance/Office of the Prime Minister requires technical assistance for 2 day-training on capacity building for local coordinators.

The training will include completing the Monitoring Framework with the following topics:

- Data collection in municipalities,
- Reporting on budget allocated and spent;

- Assessment of indicators and drafting of narrative report at local level for implementation of Strategy and Action Plan for Inclusion of Roma and Ashkali Communities in Kosovo\* society 2017-2021.

Participants will be local coordinators from 18 municipalities and officials, contact points from the relevant ministries: Ministry of Education, Science and Technology, Ministry of Environment and Spatial Planning, Ministry of Labour and Social Welfare and Ministry of Health and a budget and finance officer from the Ministry of Finance.

### **Tasks**

- Assist the National Roma Contact Point in preparing the mid-term evaluation report of the Strategy and Action Plan for the Inclusion of Roma and Ashkali Communities 2017-2019;
- Assist the National Roma Contact Point in drafting the post 2020 Strategy and Action Plan for Roma Integration according to the EU Framework for National Roma Integration Strategies;
- Develop a methodology for monitoring and setting local level monitoring mechanisms for and post 2020 reporting, calling upon the indicators set in the Strategy, Action Plan for Roma Integration and the Declaration of Western Balkans Partners on Roma Integration within the EU Enlargement Process while using the format adopted by the Roma Integration Task Force;
- Prepare and deliver 2-day capacity building training for local coordinators to advance the monitoring and reporting mechanism by preparing the required materials to solicit inputs from the relevant implementing institutions;
- Propose a best practice model for coordination and establish/advance monitoring mechanism between the local coordinators and the central level: Office of the Prime Minister/Office of Good Governance.

### **Deliverables**

- Provide a 2017-2019 mid-term evaluation and impact assessment report of the implementation of the Strategy and Action Plan for the Inclusion of Roma and Ashkali Communities in Kosovo\* Society (2017-2021)
- Provide a report with indicators for improvement and proposal of programmes and actions for the post 2020 period
- Prepare a methodology for monitoring at local level
- Deliver 2-day training to local coordinators and relevant officials on monitoring and reporting
- Prepare an assignment report

### **Lines of Communication and Reporting**

The expert 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 consultant with National Roma Contact Points and other designated officials.

### **Timeframe**

The Roma Integration Action Team will engage the expert in the period from 17 February to 17 April 2020, 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:	Minimum of 7 years of relevant experience; 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; Previous experience in working in the respective economy and in-depth knowledge of the economy is essential; 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 for vulnerable groups; 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; Proven writing skills, precise and concise expression in written; Belonging to a disadvantaged group, primarily Roma, shall be considered an advantage.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in the language of the given participating economy. 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. 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. The support of the consultants may also be recognised.

### **IV. APPLICATION RULES**

**The application needs to contain the following:**

**For individual consultants:**

- Letter of Interest, with reference to a Roma Integration participant for which the candidate is applying for;
- CV outlining relevant knowledge and experience as described under Profile and Competencies;
- Methodology 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;
- 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 relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- Methodology 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;
- 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 framework rates applicable in the region for these types of professional services.

**Applications need to be submitted by 10 February 2020 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, 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: 007-020**

**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: 007-020

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>		

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

