

## **Roma Integration**

### **OPEN CALL FOR CONSULTING SERVICES**

**REFERENCE NUMBER: 029-022**

Terms of Reference:	Roma Integration: Implementing the Guidelines for Roma Responsive Budgeting in the Action Planning in Serbia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Head of Office
Application Deadline:	15 March 2022
Timeframe:	end of March – 10 May 2022
Duration:	20 days
Reference Number:	<b>029-022</b>
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

## **I. BACKGROUND**

### **Purpose**

The consultant will be engaged to work with the Roma Integration Action Team and the government of Serbia to implement the [Guidelines for Roma Responsive Budgeting](#) (Guidelines) in the process of budget planning for the Action Plan accompanying the Strategy for inclusion of Roma in Serbia. The key expectation from the consultant is to support the government officials in preparing budget submissions for the Roma integration action plan in accordance with the approach proposed in the [Guidelines](#).

### **Background Information**

The Roma Integration 2020 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 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:

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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.

- 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.

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 consultant will be engaged to work with the Roma Integration Action Team and the government of Serbia to implement the [Guidelines for Roma Responsive Budgeting](#) (Guidelines) in the process of budget planning for the Action Plan accompanying the Strategy for inclusion of Roma in Serbia. The key expectation from the consultant is to support the government officials in preparing budget submissions for the Roma integration action plan in accordance with the approach proposed in the [Guidelines](#).

The objective of the consultancy is to provide expert and technical support to the Ministry of Human and Minority Rights and Social Dialogue in Serbia to prepare the budget for the action plan on Roma integration in accordance with the legal framework and public budgeting rules and practices in force in Serbia, as well as the [Guidelines for Roma Responsive Budgeting](#).

It is expected that the consultant, in consultation and with inputs from the relevant institutions, will produce the relevant budgeting documents, including the forms required in the official system of budgeting. This deliverable should be produced by the end of the contracting period. The consultant is also expected to produce assignment report at the end of their engagement. The consultant should communicate all deliverables to the Action Team for approval.

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

The consultant will submit all reports and timesheets to the Roma Integration Action Team for review and approval of deliverables. The consultant will work closely with the Roma Integration 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 consultant with the National Roma Contact Point and other designated officials.

### **Timeframe**

The deadline for submission of applications is 15 March 2022 CoB.

The consultant is expected to be engaged as of end of March 2022. The schedule for the assignment will be further agreed with the consultant and the partner government. The final date for the completion of the assignment is 10 May 2022.

### 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 7 years of relevant experience; Proven record of practical experience with public budgeting and budgetary reforms facilitating the process of vulnerable groups' responsive budgeting. Experience with preparing budget submissions based on evidence will be considered an advantage; Proven record of practical experience and expertise in public budgeting analysis and policy analysis from the perspective of vulnerable groups; Proven in-depth understanding of the public budgeting system in at least one of the economies of the enlargement region, preferably the one for which the applicant is applying; Proven ability to prepare training materials and provide training to public executives and civil servants; Proven ability to conceptualise and provide on-the-job support to public executives and civil servants; Proven analytical skills and ability to conceptualise and provide information and feedback concisely and clearly; Proven record of practical experience and expertise in desk research and report preparation; Previous experience in working in the Western Balkans and Turkey.
Language requirements:	Fluency in English as the official language of the RCC and in Serbian as the language of communication with the partner institutions and the language of key deliverables.
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 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 may also be recognised.

## V. 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(s) of expert(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 **15 March 2022** to the following addresses [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int) and [romaintenance2020@rcc.int](mailto:romaintenance2020@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. (Maximum size of the email should not exceed 15MB. We transfer alternative is recommended. Please avoid RAR files.)**

## VI. EVALUATION RULES

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

<b>EVALUATION GRID</b>	<b>Maximum Score</b>
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Work experience, references list:</b> Relevant work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	<b>35</b>
<b>A.2. Quality and professional capacity of the consultant:</b> CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	<b>35</b>
<b>A.3 Quality of the concept note:</b> Concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	<b>30</b>
<b>B. Financial Proposal/ lowest price has maximum score</b>	<b>100</b>

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

**Open Call for Consultancy Services:** Implementing the Guidelines for Roma Responsive Budgeting in the Policy Planning in Serbia

**Reference Number: 029-022**

**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: 061-020.

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 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: 029-022**

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

**ANNEX III: STATEMENT OF AVAILABILITY**

Reference number: 029-022

By representing the Entity \_\_\_\_\_ we agree to participate in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

Full Name	Available from (Date)	Available until (Date)	Acceptance by signature	Number of man-days associated to each task from the ToR