

Roma Integration Open call for consulting services

Reference number: 024-022

Terms of Reference:	Implementation of the Roadmap for Ending Statelessness of Roma in Montenegro
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Timeframe:	(35 consultancy days) March 2022 – Mid-June 2022
Reference Number:	024-022
Eligible:	Legal entities, individual consultants or individual consultants within bidding consortia, civil society organisations
Application Deadline:	25 February 2022

I. BACKGROUND

Purpose

The purpose of the consultancy is to support the implementation of the Roadmap for Ending Statelessness of Roma in Montenegro.

Following the endorsement of the [Poznan Declaration](#) and the Conclusions of the first [Ministerial meeting](#) organised by the Regional Cooperation Council in 2020 to assess progress in achieving the Poznan Declaration objectives, the Western Balkans Ministers responsible for Roma integration agree to strengthen ongoing work on Roma integration in general, and in particular:

on civil registration (point 1.e of the Poznan Declaration), the Ministers responsible for Roma Integration/Heads of Delegations welcomed the initiative to develop Roadmaps towards Ending Statelessness of Roma, outlining the specific actions to be undertaken in order to achieve full eradication of statelessness and mechanisms for its prevention. The Ministers/Heads of Delegations confirmed that Roadmaps towards Ending Statelessness of Roma will be adopted in the course of 2021 and recognised the role of the Regional Cooperation Council as a facilitator of this process, including in developing Roadmap proposals.

The Roadmap for Montenegro was developed in 2020 with the support of the Roma Integration action based on a mapping of existing legal and policy frameworks to provide legal, policy and practice directions towards ending (risk of) statelessness of Roma in the Western Balkans.

In 2021 the document was welcomed by the Government of Montenegro and after a national consultation with the relevant ministries and national and international organisations is ready to be implemented.

The defining roadmap focuses on economy-specific actions to achieve the targets that will give directions towards implementation of the concrete, economy-specific pledges submitted at the High-Level Segment on Statelessness in Geneva in October 2019.

To facilitate a unique process in each economy, the Roma Integration action is providing policy advice and technical support to the Governments in the Western Balkans in implementing effective Roma integration policies. This consultancy provides technical assistance to the Government of Montenegro in order to attain the above-mentioned objectives.

Background Information

The Regional Cooperation Council's (RCC) Roma Integration Action Team implements the Roma Integration action. 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 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 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;

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.

- 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 action and shall be guided by the Roma Integration Action Team.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

In accordance with the Roadmap for Ending Statelessness of Roma in Montenegro, key tasks of the assignment include registration in the birth register, obtaining a residency permit, and general civil status regulation.

The priority target groups are:

- Domicile Roma who do not have a regulated legal status and have been returned under a readmission agreement.
- Internally displaced persons from Serbia/Kosovo^{*}.
- Children who are not registered in the birth register.

The consultant(s) should work directly with the National Roma Contact Point, Ministry of Justice, Human and Minority Rights and in close cooperation with the Ministry of Interior, Directorate for Civil Status and Personal Documentation, Directorate for Birth Registry and Citizenship and Foreigners, UNHCR, civil society organisations and other stakeholders.

This consultancy should be a lead towards establishing and ensuring long-term sustainability in terms of resolving the legal status of persons who do not have the necessary documents and registering newborn children into the birth register. Persons who have not exercised the right to submit a request for regulation of their permanent residence or temporary residence shall be also considered.

Tasks:

- Providing direct legal assistance through direct legal consulting;
- Obtaining the necessary documents in Montenegro for persons who do not have a regulated legal status;
- Obtaining the necessary documents in Kosovo^{*} and Serbia for persons who do not have a regulated legal status;
- Inquiring about institutional multilateral documents needed for persons who have legal limitations (due to their status) to travel outside Montenegro;
- Fieldwork with people from Roma communities in Montenegro to prepare the legal cases and collect all documents needed for civil registration.

Deliverables

During the course of the assignment, the consultant will produce the following deliverables:

² *This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

1. Number of submitted applications for obtaining a birth certificate.
2. Number of obtained identification documents for persons without personal documentation (the above mentioned target groups).
3. Number of granted civil status to Roma up to the date of this assignment.
4. Final report of the assignment.

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 25 February 2022.

The Roma Integration Action Team will engage 1 consultant in the period from March 2022 to mid-June 2022, for 35 days.

PROFILE AND COMPETENCIES

Qualifications

Education:	Advanced degree in law, public administration, social sciences, human rights or other areas directly related to the subject of work.
Experience:	<ul style="list-style-type: none"> • Advanced knowledge of the public policies, strategies, law and bylaws on Roma integration, civil registration, nationality rights, minority rights or/and another relevant policy area; • Experience in working on policies for marginalised groups; • Experience in working on statelessness and nationality rights; • Previous experience in working in the respective economy and in-depth knowledge of the grassroots situation of Roma is essential; • Proven communication 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; • Belonging to a disadvantaged group, primarily Roma, shall be considered an advantage.
Language requirements:	<p>Fluency in English, as the official language of the RCC.</p> <p>Fluency in Montenegrin language as the working language in the process of consultancy.</p> <p>Fluency in Romani language will be an asset.</p>
Other:	Familiar with MS Office applications and other statistical systems.

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 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:

- 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 consultant/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 **25 February 2022** to the following address ProcurementforRcc@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.)

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:	35

CV satisfies the criteria set forth in the Terms of Reference, education and experience demonstrate professional capacity and experience required.	
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 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: 024-022

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

1 SUBMITTED by:	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

[Authorized person of the entity]hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Call for Consultancy Ref: 024-022

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 consultant/ss in contracts financed by the RCC Secretariat.

We offer to provide the services requested in the call for consultant/ss on the basis of supplied documentation subject of this call, which comprise our technical offer and our financial offer.

Name and Surname	
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Signature	
Date	

ANNEX II: BUDGET BREAKDOWN

REF: 024-022

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 regional framework rates for these types of professional services.

