

## Roma Integration 2020

### OPEN CALL FOR EXPERT SERVICES

**:: REFERENCE NUMBER: 05/018::**

Terms of Reference:	Expert Services for Update of 1 <sup>st</sup> Phase Action Plan (2016-2018) and Development of 2 <sup>nd</sup> Phase Action Plan (2019-2021) for Turkey
Title:	Expert
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	26 February 2018
Timeframe:	12 March – 30 April 2018
Duration:	10 days
Number of posts:	1
Reference Number:	05/018
Eligible:	Consulting enterprise / Individual consultants

#### I. BACKGROUND

##### Purpose

The purpose of engaging an expert is to work with the Roma Integration 2020 Action Team and assist in the provision of support to the Turkish Government to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; and (2) national budget planning and service delivery processes. The concrete outputs of the service of the engaged expert will be the updated current 1<sup>st</sup> Phase Action Plan on Roma Integration (2016-2018) and developed 2<sup>nd</sup> Phase Action Plan on Roma Integration (2019-2021) to be presented to the Turkish government for review and adoption.

The resulting Action Plan for Roma Integration will build on the actual 1<sup>st</sup> Phase Action Plan and also include timeframe for implementation of activities, clear objectively verifiable indicators, baseline data with targets, budgetary allocations and sources of funding, as well as clear monitoring plan. The Action Plan will build on thematic areas included in the Strategy Paper on Roma People for 2016-2021 and revise them if necessary. The plan will formulate in details the measures to be implemented in 2018-2021 period. The plan should be feasible and realistic. Moreover, the plan shall encompass and address recommendations provided by a wide range of stakeholders through a participatory consultative process and should be aligned with relevant ongoing socio-economic actions.

## **Background Information**

Roma Integration 2020 is a project implemented in the framework of the Regional Cooperation Council (RCC), in line with the EU Framework for National Roma Integration Strategies and the EU accession process. While these processes established the basis for public policies, institutional arrangements and dialogue on Roma issues, impact on Roma remains limited. Roma still face social exclusion and discrimination leading to lack of education, chronic unemployment, limited access to healthcare, rudimentary housing, limited access to essential services and widespread poverty. The reason is found in the isolation of the issues of Roma from mainstream public policies, budgeting, public service institutions and administration, and exactly this reason is addressed by the Roma Integration 2020 project.

The objective of the Roma Integration 2020 is to contribute to reducing the socio-economic gap between the Roma and non-Roma population in the Western Balkans and Turkey and to strengthen the institutional obligations of governments to incorporate and deliver specific Roma integration goals in mainstream policy developments. In line with this, Roma Integration 2020 aims to assist national governments to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; and (2) national budget planning and service delivery processes.

Roma Integration 2020 project activities include:

- direct assistance and technical support to governments to set up institutional arrangements to coordinate, consult, implement and report on Roma issues;
- public dialogue forums on Roma issues;
- policy clinics offering continuous support, specific consultative meetings and trainings and written policy recommendations on policy formulation, prioritising, mainstreaming, budgeting and monitoring;
- regional policy workshops to boost the aforementioned activities with exchange of promising practices and to ensure regional coordination in line with the EU accession process;
- annual assistance to reporting and reviewing of reports in line with the EU reporting;
- participation at EU organised meetings and processes related to Roma issues;
- streamlining Roma issues with the core work of RCC;
- visibility and coordination activities, including high level and task force meetings, as well as regular publishing of bulletins, maintaining of a website and publication of study based on the project achievements.

The Roma Integration 2020 participants are the Western Balkans and Turkey.

The expert's assignment shall be guided by the Roma Integration 2020 Action Team.

## **II. DESCRIPTION OF RESPONSIBILITIES**

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

The **specific objective** of the expert service is to formulate an update of the 1<sup>st</sup> Phase Action Plan (2016-2018) as well as to formulate a 2<sup>nd</sup> Phase Action Plan on Roma Integration (2019-2021) for Turkey related to The Strategy on Roma People (2016-2021).

## Tasks

Formulation of the Action Plan entails review of existing relevant policies on Roma integration and mainstream policies in the relevant areas, including policies formulated within the EU accession process, and analysis of the current state of affairs regarding the status of Roma in Turkey, analysis of accomplishments and challenges in the implementation of the current 1<sup>st</sup> Phase Action Plan, review of recommendations from the 2017 inter-ministerial meeting, review of outputs and recommendations from the SIROMA Project.

The expert will meet with government and other relevant stakeholders during Action Plan's preparation to collect detailed information on measures planned and/or recommended for 2018 and 2019-2021 periods. Upon drafting the Plan, the expert will meet with Turkish government to present and discuss the drafted plan. Discussions will also include properly justifying incorporation of governments' and other stakeholders' recommendations in the drafted plan or the refusal thereof, finalisation of details for all measures included in the plan drafted, and a presentation of drafted plan for adoption. The Drafted Action Plan shall be reviewed at the next meeting of inter-disciplinary body - The Committee for Monitoring and Evaluating the National Strategy for Roma Citizens (2016-2021).

## Deliverables

During the course of the assignment the expert is expected to produce the following deliverables:

1. Background paper on the current situation of Roma and accomplishments and challenges in the thus far implementation of 1<sup>st</sup> Phase Action Plan - **by 30 March 2018**.
2. Draft Action plan including both the 1<sup>st</sup> Phase Action Plan update covering 2018 and the 2<sup>nd</sup> Phase Action Plan draft covering 2019-2021 period - **by 30 April 2018**.

## Lines of Communication and Reporting

The expert will submit all reports and timesheets to the Roma Integration 2020 Action Team for review and approval of deliverables. The expert will work closely with the Roma 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 expert with the National Roma Contact Point.

## Timeframe

The deadline for submission of applications is 26 February 2018 CoB. The expert is expected to be engaged as of 12 March 2018. The 1<sup>st</sup> deliverable (Background Paper) is expected by 30 March 2018. The 2<sup>nd</sup> deliverable (Action Plan) is expected by 30 April 2018.

## 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 of 7 years of relevant experience; Proven record of theoretical knowledge, practical experience and expertise

	<p>in participatory development of Action Plans, preferably in Roma integration or/and any of the listed thematic areas;</p> <p>Previous experience in working in Turkey and in-depth knowledge of the region essential;</p> <p>Proven analytical skills and ability to conceptualise and provide advice concisely and clearly;</p> <p>Proven ability to present and convey knowledge to executives and civil servants, and to provide hands on situation analysis;</p> <p>Experience in working on policies and budgets for vulnerable groups;</p> <p>Proven communication, presentation 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>
Language requirements:	<p>Fluency in English as the official language of the RCC, and Turkish;</p> <p>Knowledge of Romanes is an advantage.</p>
Other:	<p>Familiar with MS Office applications.</p>

#### 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 expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the agreed requirements and meet adequate quality standards. Deliverables, particularly the action plan proposal, is a result of the joint work of relevant stakeholders on Roma integration for which the expert 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 Expert in developing the documents may be recognised in the deliverables.

## **V. APPLICATION RULES**

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

- Letter of Interest of the engagement in accordance with the Terms of Reference, outlining proposed action by the consultant, sources of information to be used, timeline and research tools to be employed by the consultant;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies;
- Service Submission Form (Annex I);
- Financial offer, as per Budget Breakdown Annex II;

**Applications need to be submitted by 26 February 2018 to the following address [ProcurementforRcc@rcc.int](mailto:ProcurementforRcc@rcc.int)**

## **VI. 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

**In addition to the results of the application, a competency-based interview will be held with the selected candidates.**

**ANNEX I:****SUBMISSION FORM****REF: 05/018**

**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 05/018.

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: 05/018**

<b>No</b>	<b>Cost categories</b>	<b>Daily fee rate</b>	<b>Total Cost</b>
<b>2</b>	<b>TOTAL COSTS</b>		
<b>3</b>	<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.