

## **Roma Integration Open call for consulting services**

**Reference number: 030-022**

<b>Terms of Reference:</b>	Implementation of the Roadmap for ending statelessness of Roma in Albania
<b>Contracting Authority:</b>	Regional Cooperation Council Secretariat
<b>RCC Department:</b>	Roma Integration Action Team
<b>Reporting to:</b>	Roma Integration Action Team Leader
<b>Timeframe:</b>	15 April 2022 – 20 June 2022
<b>Reference Number:</b>	<b>030-022</b>
<b>Eligible:</b>	Legal entities, individual consultants, civil society organisations
<b>Number of consultants:</b>	Total 1 consultancy
<b>Application Deadline:</b>	11 April 2022

## I. BACKGROUND

### Purpose

The purpose of the consultancy is to support the implementation of the Roadmap for ending statelessness of Roma in Albania.

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.*

With the support of the Roma Integration action, the Roadmap for Albania was developed in 2020 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 and after national consultations with the relevant ministries and national and international organisations, it 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 Albania 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 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 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;

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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.

- 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 Albania, key tasks of the assignment include:

- Obtain official and clear information on the current civil status of Roma and Egyptians in Albania;
- Provide direct assistance through legal counselling and preparing documents for the National Institute on Statistics (INSTAT) and the General Directorate for Civil Status to better identify and gather reliable statistics on Roma and Egyptians residing in Albania in the context of national census, in order to address the impact that lack of registration of legal residency has had to date on reliable statistics.

Through civil registration, individuals are granted formal legal status, which allows them to access essential services such as healthcare, education, and financial services. Vital statistics, which are produced by these systems, provide basic demographic and health data for governments that inform policy.

It is to be emphasised that there are no official data on the number of persons at risk of statelessness who are children in Albania.<sup>2</sup>

Also, there are no reliable official data regarding the total number of persons at risk of statelessness. The only available information is the number of persons who declared themselves as "unregistered" during the 2011 census, which is 7443.46.<sup>3</sup> The term "unregistered" must be explained to those who will be interviewed during the census.

The consultant(s) should work directly with the National Roma Contact Point, INSTAT, General Directorate for Civil Status, UNHCR, civil society organisations and other stakeholders.

This consultancy should be a lead toward establishing and ensuring long-term sustainability in terms of resolving the legal status of persons who do not have the necessary documents through enabling better institutional coordination leading to more accurate statistics on Roma and Egyptians planned for the 2022 census.

### Tasks:

- Assist INSTAT with legal advice and assistance in developing a database of people at risk of becoming stateless. The tasks will result in a statistical overview of the people in Albania who are at risk of becoming stateless.

<sup>2</sup>[https://www.un.org.al/sites/default/files/Mapping%20of%20the%20population%20at%20risk%20of%20statelessness\\_%20ENGLISH.PDF](https://www.un.org.al/sites/default/files/Mapping%20of%20the%20population%20at%20risk%20of%20statelessness_%20ENGLISH.PDF)

<sup>3</sup><http://www.instat.gov.al/al/temat/censet/censet-e-popullsisë-dhe-banesave/>

- Assist INSTAT in clearly defining the categories of people at risk of statelessness, for which official data will be gathered after the census, and a new proposed policy recommendation for resolving the issues will be developed. The task should result in overcoming the challenges of mapping and identifying people at risk of statelessness in Albania.
- Create a manual or a guide to assist INSTAT in officially incorporating adequate terminology for people at risk of statelessness during the 2022 census. The task should result in reliable official data on the total number of Albanians at risk of statelessness.
- Provide training to the selected census interviewers so that they can differentiate the civil status categories according to Albanian and international law. The task will help interviewers in gathering accurate data.

## **Deliverables**

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

1. Specified data collection system for the category of people at risk of statelessness.
2. Manual or a guide to assist INSTAT in officially incorporating adequate terminology for people at risk of statelessness during the 2022 census.
3. Training delivered to the selected census interviewers so that they can differentiate the civil status categories and the persons at risk of statelessness.
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 11 April 2022.**

The Roma Integration Action Team will engage 1 consultant in the period from 15 April 2022 to 20 June 2022.

## **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"> <li>• Advanced knowledge of public policies, strategies, law and bylaws on Roma integration, civil registration, nationality rights, minority rights or/and another relevant policy area;</li> <li>• Experience in working on policies for marginalised groups;</li> <li>• Experience in working on statelessness and nationality rights;</li> <li>• Previous experience in working in the respective economy and in-depth knowledge of the grassroots situation of Roma is essential;</li> <li>• Proven communication and ability to work in an environment requiring liaison and collaboration with multiple actors including</li> </ul>

	<p>government representatives, international organisations, civil society institutions and other stakeholders;</p> <ul style="list-style-type: none"> <li>• Belonging to a disadvantaged group, primarily Roma, shall be considered an advantage.</li> </ul>
Language requirements:	<p>Fluency in English, as the official language of the RCC.  Fluency in Albanian language as the working language in the process of consultancy.  Knowledge of Romani language will be an additional 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 of an 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 **11 April 2022** to the following address [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.)**

**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, 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**

**REF: 030-022**

**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: 067-020.

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 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: 030-022**

<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 regional framework rates for these types of professional services.

