

Roma Integration

Reference number: 093-021

Terms of Reference:	Roma Integration: Project Documentation on Transforming Undeclared Work of Roma in Serbia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	08 October 2021
Timeframe:	18 October – 12 November 2021
Duration:	10 days
Number of posts:	Total one consultant
Reference Number:	093-021
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

I. BACKGROUND

Purpose

The purpose of the consultancy is to develop full project documentation on transforming undeclared work of Roma in Serbia based on the previously developed National Programme.

The consultant(s) should work closely with the Ministry of State Administration and Local Self-Government to prepare a project for possible EU funding. The project should be guided by the existing National Programme for transforming the undeclared work of Roma, but should provide practical details and focus on piloting the programme idea at local level. The project should be limited to several local self-government units. The work under this ToR should be consulted with the relevant stakeholders.

The consultancy is to contribute to the general efforts of the RCC Roma Integration to provide assistance to the Governments in the enlargement region to fulfil their obligations from the [Poznan Declaration](#) and to reflect the developments regarding Roma integration in the European Union.

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 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;
- 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.

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.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

As stated above, the consultancy objective is to develop full project documentation on transforming undeclared work of Roma in Serbia based on the previously developed National Programme.

The consultant(s) should work closely with the Ministry of State Administration and Local Self-Government in order to prepare a project for possible EU funding. The Ministry would be the leading beneficiary of the funding. The project should be guided by the existing National Programme for transforming the undeclared work of Roma, which has been developed with the support of the RCC Roma Integration. The programme is providing a basis for measures to be taken in order to encourage transformation of the undeclared work. The programme also suggests legal changes, which will not be part of this consultancy. The project description should provide practical details on the implementation of National Programme measures, and focus on piloting the programme's idea and principles at local level. The project should be limited to several local self-government units. To this end, it should be decided during the consultancy whether these units would be predetermined or an open call should be published during the project implementation. The work should be done in consultation with other relevant stakeholders, including various national institutions, such as the Ministry of Labour, Employment, Social and Veteran Issues, Ministry of Finance, Ministry of Economy and similar, as well as relevant potential local partners. Furthermore, the work should also be done in consultation with the Roma civil society and in close cooperation with the European Union Delegation in Serbia. The work is subject to approval of RCC Roma Integration.

Tasks:

- Familiarisation with the National Programme on Transforming Undeclared Work in Serbia.
- Gathering additional initial information (such as the format of proposals to the EU, updates on legislation and similar).
- Preparing the first draft of the project description in close cooperation and consultation with the Ministry of State Administration and Local Self-Government, the EUD, and the RCC Roma Integration.
- Soliciting additional information as needed, input and feedback from other relevant stakeholders.
- Development of a second draft of the project description and soliciting feedback from the Ministry of State Administration and Local Self-Government, the EUD, and the RCC Roma Integration.
- Development of the final draft of the project proposal.
- Preparation of an assignment report.

In case the consultancy work includes field trips, the travel costs shall be covered by the Roma Integration action separately from the consultancy fee (please do not include such costs in the financial proposal of the application). Traveling to the economies is subject to approval by the Roma Integration Action Team.

Deliverables

During the course of the assignment, the consultant(s) is expected to produce the following deliverables:

1. Project description – first draft by 22 October 2021.
2. Project description – second draft by 29 October 2021
3. Project description – final draft by 05 November 2021
4. Assignment report by 12 November 2021

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 08 October 2021 CoB.

The RCC Roma Integration Action Team will engage one consultant in the period from 18 October to 12 November 2021.

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 developing project proposals and fundraising, particularly for projects in the sphere of social inclusion, vulnerable groups and similar, and particularly for EU funding; Proven record of knowledge of the administrative system of Serbia and the governance related to international assistance and cooperation, EU funded projects in particular; Previous experience in working in the respective economy and in-depth knowledge of the economy and the topic of the consultancy for which the consultant applies; Proven analytical skills and ability to conceptualise and provide advice concisely and clearly; Proven ability to provide hands-on situation analysis and cooperation with governmental partners; Experience in working on policies and projects for vulnerable groups, notably Roma; 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.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in Serbian language. 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 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:

For individual consultants:

- Letter of Interest in accordance with the Terms of Reference;
- CV outlining relevant knowledge and experience as described under the 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);
- 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 the expert(s) to be involved in the consultancy, outlining relevant knowledge and experience as described under the Terms of References, along with contact details of referees;
- Work plan outlining the proposed action, sources of information to be used, timeline and tools to be employed by the company/consortium;
- 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 EU framework rates for these types of professional services for international and national consultants, and should include all the applicable taxes to be paid by the applicant if selected for the assignment.

Applications need to be submitted by 08 October 2021 to the following address 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, 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:** 093-021

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 016-019.

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: 093-021

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 EU framework rates for these types of professional services.

