



Roma Integration 2020
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Open Call for Consulting Services

Consultant for Mapping of funding opportunities for Roma integration measures, policies and programs

022-017 Reference Number

Terms of Reference:	Roma Integration 2020 Regional Donor conference “Filling in the budget gaps in Roma integration policies”/ Consultant for Mapping of funding opportunities for the implementation of various Roma integration measures, policies and programs
Title:	Funding opportunities mapping consultancy
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	07 August 2017
Timeframe:	14 August – 04 September 2017
Duration:	07 days
Number of posts:	1
Reference Number:	022-017

I. BACKGROUND

Purpose

In the framework of the RCC Roma Integration 2020 Project the services of one consultant on donors' mapping are needed. The consultant will be required to identify, take stock and analyse the funding opportunities (and the respective donors), both national and regional, in the Western Balkans and Turkey for the implementation of Roma integration targeted or mainstream measures, policies and programs in order to achieve a better alignment of regional development priorities and donors' sectoral interventions. The findings will be presented at the forthcoming Regional Conference "Filling in the Budget Gaps in Roma Integration Policies" organized under the framework of the Regional Cooperation Council (RCC) Roma Integration 2020 project in Tirana, Albania in October 2017.

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; (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, prioritizing, 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 organized 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 IPA II beneficiaries: Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo*¹, Montenegro, Serbia, and Turkey.

The Regional Conference “Filling in the Budget Gaps in Roma Integration Policies” is being organized under the framework of the Regional Cooperation Council (RCC) Roma Integration 2020 project. It aims to bring together national governments from Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia and Turkey, active donor organizations in the region, financial institutions and regional initiatives to address the needs and priorities in the Western Balkan and Turkey concerning filling in the budget gaps in Roma Integration Policies.

The event is a follow up to past RCC RI2020 activities, and in particular the 2017 Skopje Regional Workshop on Public Budget for Roma Integration where developing of Roma sensitive budgets has been discussed together with different tools on budgeting for Roma integration policies.

The main objective of the forthcoming Regional Conference “Filling in the Budget Gaps in Roma Integration Policies” is to create a platform for participating economies and donors to discuss the ongoing activities, achievements, needs and the priorities for Roma integration in the priority areas, namely education, employment, health and civil registration, and identify those that cannot be funded from the national budgets and seek donor funding either on bilateral or regional basis.

Funding opportunities for the implementation of Roma integration measures, policies and programs in order to achieve a better alignment of regional development priorities and donors’ sectoral interventions shall be mapped by the consultant and will be presented at the conference to effectively assist the national governments to integrate measures from the existing national Roma integration strategies including sectorial policies (strategies, action plans) into the domestic budget and donor funding, including IPA funding.

The Conference will discuss how to address the financing gap in the budgets and seize the available funding opportunities. The event is also hoping to contribute to a better coordination among the donors and increase the complementary of efforts and results in the Western Balkans and Turkey.

Consultant recruited through this open call is designated to provide services as per the above. Further details are provided below. Consultant’s assignment shall be guided by the Roma Integration 2020 Action Team.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The purpose of engaging a consultant is to work with the Roma Integration 2020 Action Team on donors’ mapping in the area of the Western Balkans and Turkey. The consultant will be required to identify, take stock and analyse the funding opportunities (and the respective

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

donors), funding at national and/or regional level, in the Western Balkans and Turkey for the implementation of Roma integration measures, policies and programs in order to achieve a better alignment of regional development priorities and donors' sectoral interventions. The findings will be presented at the forthcoming Regional Conference "Filling in the Budget Gaps in Roma Integration Policies" organized under the framework of the Regional Cooperation Council (RCC) Roma Integration 2020 team in Tirana, Albania in October 2017.

Tasks

The consultant shall deliver the following tasks:

1. Identify funding opportunities and respective donors in the Western Balkans and Turkey that have track-record and/or plans of funding socio-economic interventions relevant for the integration of Roma. Such funding opportunities / donors may fund at national and/or at regional level, and may fund targeted or mainstream interventions relevant for Roma integration.
2. Analyse the collected data both from the regional perspective as well as the perspective of each of the participating economies from various aspects, such as level of funding, funding requirements, nature of funds, etc. The consultant shall establish analysis methodology in consultation with the Roma Integration 2020 Action Team.
3. Report on the exercise, including guidelines and recommendations for the Roma Integration 2020 Action Team, the Roma Integration 2020 Task Force and the participating economies.

Deliverables

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

- Detailed list of identified funding opportunities including the respective donors at regional and national level by 21 August 2017;
- Analysis of the collected data both from the regional perspective as well as the perspective of each of the participating economies by 30 August 2017;
- Detailed report on the exercise including guidelines and recommendations by 04 September 2017;
- Participation in the conference and presentation of the findings.

Lines of Communication and Reporting

The consultant will submit all reports and timesheets to the Roma Integration 2020 Action Team for review and approval of deliverables. The consultant will work closely with the Roma Action Team, which shall provide guidance to efficiently conduct the work and approve deliverables.

Timeframe

The Roma Integration 2020 Action Team will organize the Regional Donor Conference "Filling in the budget gaps in Roma integration policies" from 16 to 17 October 2017 (tentative dates). The consultant shall be assigned from 14 August 2017 to identify, take stock and analyse the funding opportunities (and the respective donors) in the Western Balkans and

Turkey for the implementation of various Roma integration measures, policies and programs and report by 04 September 2017. The consultant should also be available to participate at the regional conference in Tirana.

III. PROFILE AND COMPETENCIES

Qualifications

Education:	Advanced degree in 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 practical experience and expertise in donors' mapping, fund raising and similar, preferably on Roma integration measures, policies and programs or/and any of the relevant thematic areas (education, employment, health, housing, civil registration, etc.); Previous experience in working with donors in one or more South East Europe economies and in-depth knowledge of the region is essential; Proven knowledge of donors and their modus operandi, Proven analytical skills and ability to conceptualize and provide information and feedback concisely and clearly; Proven writing and reporting abilities and argumentation skills.
Language requirements:	Excellent knowledge of English. Knowledge of local languages including Romani is 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 contracting procedure).

IV. QUALITY CONTROL

The consultant 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 are a result of the joint work of the consultant and the Roma Integration Action Team (as well as relevant project partners), for which the consultant provides technical support.

APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to ProcurementforRCC@rcc.int no later than 07 August 2017 by 17.00 Central European Time;
- The assignment will be awarded to the highest qualified applicant based on the skills, expertise and the cost-effectiveness of the financial offer;
- The best value for money is established by weighing technical quality against price on a 80/20 basis;
- Only shortlisted candidates will be contacted for the competency based interview.

The application needs to contain the following:

- Letter of interest;
- CV(s) including relevant knowledge and experience;
- References for similar projects;
- Application Submission Form, Annex 1;
- Financial offer, Annex II;

When preparing the financial offer, the applicant should take into account the following:

- Include the number of proposed working days and daily fee rate for consulting services, the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Travel costs are not subject of the financial offer and shall be treated separately.

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.

The best value for money is established by weighing technical quality against price on a 80/20 basis.

Technical Evaluation

EVALUATION GRID	Maximum score
Education	40
Experience and Skills Required	40
Language and Computer Skills	20
TOTAL SCORE	100

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

Financial Evaluation

Financial Proposal/ cheapest price has maximum score	100
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ANNEX I: APPLICATION SUBMISSION FORM

REF: 022-017 Open Call for Consultancy Services

One signed copy of this Application 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 Open Call for Consultancy 022/017.

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 open call for consultancy 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: 022-017

No	Cost categories	Number of units	Unit Cost	Total Cost
2	TOTAL COSTS			
3	VAT (if applicable):			
	GRAND TOTAL (2+3):			

NOTE:

When preparing the financial offer, the applicant should take into account the following:

- Include the number of proposed working days and daily fee rate for consulting services, the fee rates should be broadly consistent with the EU framework rates for these types of professional services.
- Travel costs are not subject of the financial offer and shall be treated separately.