

Roma Integration 2020

OPEN CALL FOR EXPERT SERVICES

REFERENCE NUMBER: 030-018

Terms of Reference:	Expert Services for Developing Roma Integration 2020 Monograph
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration 2020 Action Team
Reporting to:	Roma Integration 2020 Action Team Leader
Application Deadline:	1 July 2018
Timeframe:	10 July 2018 – 30 September 2018
Duration:	30 days
Location:	Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Kosovo*, Montenegro, Serbia, Turkey
Number of consultants:	1
Reference Number:	030-018
Eligible:	Individual consultants

* 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.

I. BACKGROUND

Roma Integration 2020 (RI2020) 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 RI2020.

The objective of the RI2020 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, RI2020 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.

RI2020 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 RI2020 participants are Albania, Bosnia and Herzegovina, Kosovo^{*}, Montenegro, Serbia, The Former Yugoslav Republic of Macedonia and Turkey.

The expert's assignment shall be guided by the RI2020 Action Team.

II. DESCRIPTION OF RESPONSIBILITIES

The Expert will be responsible for developing the Roma Integration 2020 Monograph, including its writing, editing and copy-editing. This publication will be designed in such a manner to reflect the proceeding of the Initiative, aiming to evaluate the outcomes and results of the project achieved and presented at the Roma Integration 2020 event to be organised in

the first quarter of 2019. Working in close collaboration with the Roma Integration 2020 Action Team, the expert will document the initiative’s consultations, lessons learned, and other materials on policies’ mainstreaming, reporting and budgeting, as well as innovative research on cross-cutting areas relevant to Roma issues. This publication will also serve as a depository of knowledge produced during the three-year Action. Terminology used should be aligned with the RCC naming.

Deliverables

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

- *Concept of the Monograph*, by 30th July 2018;
- *Draft Proposal of the Monograph*, by 31st August 2018;
- *Final Proposal of the Monograph*, by 30th September 2018.

Lines of Communication and Reporting

The expert will submit all reports and timesheets to the RI2020 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 all stakeholders, if needed.

Application Deadline

The deadline for submission of applications is 1 July 2018. The expert is expected to start working as of 10 July 2018.

Indicative Timeframe

The 1st deliverable (*Concept of the Monograph*) is expected by 30th July, the 2nd deliverable (*Draft Proposal of the Monograph*) is expected by the 31st August and the third deliverable (*Final Proposal of the Monograph*) is expected by 30th September.

III. PROFILE AND COMPETENCIES

Qualifications

Team Leader (one position)

Education:	Advanced degree in public administration, social sciences, law or other areas directly related to the subject of work.
Experience:	Minimum of 10 years of relevant experience; Demonstrated experience in communication and editing policy documents in English, preferably in relation to vulnerable groups; Proven ability to synthesise complex documents into key messages; Proven ability to ensure consistency of style within a document; Proven ability to apply knowledge of editing and text-publishing methods and practices in preparing documents for publication; Proven skills in using word-processor software to edit and format text for

	<p>publication; Previous experience in working in the Western Balkans and Turkey, and in-depth knowledge of the region will be considered an advantage; Previous experience in working on Roma integration issues, and in-depth knowledge on this topic will be considered an advantage.</p>
Language requirements:	<p>Fluency in English as the official language of the RCC; Fluency in one of the local languages of the RI2020 participants will be considered 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 proposal complies with the agreed requirements and meets adequate quality standards.

V. APPLICATION RULES

The application needs to contain the following:

- Work plan of the engagement in accordance with the Terms of Reference, outlining draft concept and ideas for content of the monography and its elaborated structure, timeline and tools to be employed by the consultant;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies, including list of publications;
- Service Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).

Applications need to be submitted by 1 July 2018 to the following address 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. An outline work programme
3. 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	30
Qualifications and Skills Required	30
An Outline Work Programme	30
Required Language Skills	10
TOTAL SCORE	100

Financial Evaluation

Financial Proposal/ cheapest price has maximum score	100
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In addition to the results of the application, a competency-based interview will be held with the selected candidates.

ANNEX I: SUBMISSION FORM

REF: 030-018

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 030-018.

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: 030-018

Cost categories	Daily fee rate	Total Cost
1		
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.