

Roma Integration 2020

OPEN CALL FOR CONSULTING SERVICES

:: REFERENCE NUMBER: 045-018 ::

| | |
|------------------------|---|
| Terms of Reference: | Expert Services to Support Regional Conference on Innovative Approaches to Employment of Roma |
| Contracting Authority: | Regional Cooperation Council Secretariat |
| RCC Department: | Roma Integration 2020 Action Team |
| Reporting to: | Roma Integration 2020 Action Team Leader |
| Application Deadline: | 26 October 2018 |
| Timeframe: | 12 November – 21 December 2018 |
| Duration: | 10 days |
| Number of posts: | 1 |
| Reference Number: | 045-018 |
| Eligible: | Individual consultants |

I. BACKGROUND

Purpose

The purpose of engaging an expert is to work with the Roma Integration 2020 Action Team to support the Regional Conference on Innovative Approaches to Employment of Roma and recommend an adapted approach to employment policies targeting Roma.

The Roma Integration 2020 organises the Regional Conference on Innovative Approaches to Employment of Roma on 11-12 December 2018 in Sarajevo, Bosnia and Herzegovina, jointly with the Employment and Social Affairs Platform¹ of the Regional Cooperation Council. The expert will prepare an analysis on the employment policies towards Roma in the enlargement region as an input to the conference, and, based on the presentations and discussions at the conference, the expert will prepare a report presenting the conference results. The Conference will look at current practices of the governments to identify reasons for their failure to produce better results and to investigate the impact potential of employment measures not implemented together with the possibility for their implementation. The Conference will also present new approaches to employment that may be offered by international or non-

¹ESAP project web page url: <https://www.esap.online/>

governmental organisations along with employment practices targeting other vulnerable groups that can be applicable to the case of Roma.

The key expectation from the expert is to recommend feasible and effective approach for the employment policies targeting Roma in the enlargement region. The proposed approach should be based on an analysis which will compare the Regional Conference's results, annual progress reports submitted to Roma Integration 2020 by the governments, and the existing analysis of employment measures prepared by the RCC's Employment and Social Affairs Platform project (ESAP). Both the measures included in Roma integration policies of the Western Balkans and Turkey and other employment measures with the potential to serve Roma Integration will be analysed. The proposed approach will serve as a basis for further Roma Integration 2020 activities in supporting participating economies in relation to employment.

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 reasons are found in the isolation of the issues of Roma from mainstream public policies, public budgeting, public service institutions and administration, and exactly these reasons are 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 prepare an analysis of the existing employment policies (towards Roma) to serve as an input to the regional conference, and a comprehensive report from the Regional Conference on Innovative Approaches to Employment of Roma.

Tasks

The expert is expected to start the work by analysing the strategies and action plans for Roma integration of the governments in the enlargement region in the area of employment, the annual progress reports by the governments submitted to the Roma Integration 2020, and the analysis of the existing mainstream employment measures in the enlargement region catalogued by the Economic and Social Affairs Platform. The three aspects of the analysis should be done in parallel and comparison of the three aspects should be performed in order to determine the targeting and mainstream measures for employment that work best for Roma, as well as those that do not yield results for Roma, including the reasons for such situation and the possibilities to improve the effectiveness of those measures for Roma. The expert is also expected to consider, from their own knowledge and experience, which measures may be appropriate to the regional context that may yield results in employment of Roma, that are not applied in the region. The report from this comprehensive analysis, including conclusions and recommendations will serve as an input to the regional conference. The title of the deliverable from this task is "Analysis of the Employment Policies Relevant for Roma Integration in the Enlargement Region".

The Regional Conference on Innovative Approaches to Employment of Roma is planned for 11-12 December 2018 in Sarajevo, Bosnia and Herzegovina. The expert is expected to participate at the conference and take stock of the presentations, discussions and results of the regional conference. Based on the stock taken from the regional conference and the previously performed analysis, the expert is expected to prepare a comprehensive report. It is of paramount importance that the report contains clear conclusions and recommendations on an innovative feasible and effective approach for the employment policies targeting Roma in the enlargement region. The report should contain regional and economy-specific aspects, including information on the current situation, analysis, conclusions and recommendations. The title of the deliverable from this task is "Potentials for Roma Employment in the Enlargement Region". The analysis should include identification of mainstream and targeted measures that are or are not implemented, their weak and strong points, measures with potential to ensure actual employment of Roma, potential for multiplying existing innovative approaches in employment, and suggestions on how should the approach in employment be adapted to better serve Roma.

The Roma Integration 2020 Action Team will provide the expert with all the relevant documents needed to perform the analysis.

Deliverables

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

1. **Analysis of the Employment Policies Relevant for Roma Integration in the Enlargement Region**, by 30 November 2018.
2. **Potentials for Roma Employment in the Enlargement Region**, by 19 December 2018.
3. **An assignment report**, by 21 December 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 October 2018 CoB.

The expert is expected to be engaged as of 12 November 2018. The 1st deliverable (Analysis of the Employment Policies Relevant for Roma Integration in the Enlargement Region) is expected by 30 November 2018. The 2nd deliverable (Potentials for Roma Employment in the Enlargement Region) is expected by 19 December 2018. The assignment report is expected by 21 December 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 practical experience and expertise in comparative analysis and synthesis, or similar, on employment policies and/or Roma integration measures, policies and programmes; Proven in-depth understanding of employment policies and employment measures aimed at vulnerable groups; Proven record of practical experience and expertise in desk research; Proven record of practical experience and expertise in preparing reports; Previous experience in working in the Western Balkans and Turkey; Proven analytical skills and ability to conceptualise and provide information and feedback concisely and clearly; Proven writing and reporting abilities and argumentation skills. |
| Language requirements: | Fluency in English as the official language of the RCC. Knowledge of one or more of the official languages of Roma Integration 2020 participating economies will be considered an advantage; Knowledge of Romanes 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 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 1st and 2nd deliverable, are 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;
- CV(s) including relevant knowledge and experience;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the expert as well as detailed proposal of the work to be undertaken, proposed timeline and financial offer;
- Reference list including contact details (e-mail addresses) of referees;
- List of relevant publications;
- Service Submission Form (Annex I);
- Financial offer, as per Budget Breakdown (Annex II).

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.

Applications need to be submitted by 26 October 2018 CoB, to the following address ProcurementforRcc@rcc.int

VI. EVALUATION RULES

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- 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 concept note: 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, 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: APPLICATION SUBMISSION FORM

Open Call for Consultancy Services: Expert Services to Support Regional Conference on Innovative Approaches to Employment of Roma

Reference Number: 045-018

One signed scanned copy of this Application Submission Form must be supplied.

1 SUBMITTED by:

| | |
|------------------------------------|--|
| | Name(s) and address(es) of Individual Consultant submitting this Application |
| Full Name of Individual Consultant | |

2 CONTACT PERSON

| | |
|-----------|--|
| Name | |
| Address | |
| Telephone | |
| Fax | |
| e-mail | |

3 STATEMENT

[Name of the Individual Consultant] _____ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

Grounds for exclusion

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are 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) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
 - (d) They 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 Officer or those of the country where the contract is to be performed;
 - (e) They 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.
- Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.

Conflict of Interest

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.
- b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

- d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.

- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.

| | |
|------------------|--|
| Name | |
| Signature | |
| Date | |

ANNEX II: BUDGET BREAKDOWN

REF: 045 -018

| No | Cost Categories | Number of Units | Unit Cost | Total cost |
|-----------|------------------------------|-----------------|-----------|------------|
| 1. | Daily fee | | | |
| | | | | |
| 2. | TOTAL COSTS | | | |
| 3. | Taxes (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.