

## **Roma Integration 2020**

### **OPEN CALL FOR EXPERT SERVICES**

**:: REFERENCE NUMBER: 07-018::**

|                        |  |
|------------------------|--|
| Terms of Reference:    | Expert Services for Developing Regional Standards for Roma Responsible Budgeting                                   |
| Title:                 | Expert   |
| Contracting Authority: | Regional Cooperation Council Secretariat   |
| RCC Department:        | Roma Integration 2020 Action Team  |
| Reporting to:          | Roma Integration 2020 Action Team Leader   |
| Application Deadline:  | 5 March 2018   |
| Timeframe:             | 19 March 2018 – 30 November 2018   |
| Duration:              | 25 days - 1 Team Leader<br>25 days per expert - 3 Key Experts  |
| Location:              | Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia, The Former Yugoslav Republic of Macedonia and Turkey |
| Number of experts:     | 4  |
| Reference Number:      | 07-018   |
| Eligible:              | Individual consultants   |

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\* 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**

### **Purpose**

The purpose of engaging the Expert Team is to work with the Roma Integration 2020 Action Team and assist in the provision of support to the Roma Integration 2020 participants to integrate Roma specific policy measures into: (1) mainstream socioeconomic policies and public service delivery; and (2) national budget planning and service delivery processes. The concrete outputs of the service of the engaged experts will be the *Manual on Minimum Standards for Roma Responsible Budgeting (Manual)*, and the *Legislative and Procedural Proposals for Roma Responsible Budgeting (Legislative and Procedural Proposals)*, to be presented to participating economies for use, review and adoption.

The resulting documents will build on the analysis of actual situation when it comes to the budgeting of Roma relevant policy measures. The information on the scope of analysis and methodology is given under section *II Description of Responsibilities – Scope of Analysis*. The submitted minimum standards should be feasible and applicable. The submitted budgetary policy proposals should be realistic and attainable.

### **Background Information**

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

### Objectives and Results

The **specific objective** of this Action is contributing to responsible and proper budgeting of both relevant mainstream and Roma targeted policies.

The specific objective is to be reached by producing **two main results (related to both mainstream and Roma targeted policies)** by the end of the Action:

- ***Manual on Minimum Standards for Roma Responsible Budgeting (Manual)*** document. The document will include minimum standards for participating economies to apply when developing and budgeting policies to make them Roma responsible, notwithstanding the legal reform of budgetary procedures itself. The manual will cover both qualitative and quantitative aspect of budget preparation, as well as its adoption, spending and control. The manual will also include economy-specific suggestions.
- ***Legislative and Procedural Proposals for Roma Responsible Budgeting (Legislative and Procedural Proposals)*** document. The document will include regional and economy-specific proposals on necessary amendments to organic budget laws and other relevant legislation allowing for structurally embedding Roma responsible budget planning and adoption, budget spending, and budget control. The document will also explain necessary pre-conditions for the successful reform and propose reforms dynamic step by step.

### Scope of Assignment

The Expert Team will become part of the Working Group steering the project. The Working Group will include engaged experts, regional National Roma Contact Points, and one representative from the Ministry of Finance per economy. The Working Group will be established by the RI2020 Action Team.

The Working Group will meet three times during the Action implementation to discuss relevant issues, decide on necessary steps, and present findings and information relevant for the analysis. The Working Group's mandate and Rules of Procedures will be agreed in detail during the initial meeting.

The resulting documents will be presented by the experts at the Regional Conference Event.

The experts will travel to the participating economies when the need arises.

The RI2020 Action Team will organise the Regional Conference.

### Team Leader Assignment:

- Design the working methodology of the Action;

- Coordinate activities related do data gathering, data analysis, data processing, and present findings to the Working Group, and during the Regional Conference;
- Co-chair the Working Group meetings together with the RI2020 Action Team Leader;
- Meet relevant stakeholders, as required;
- Draft and finalise the *Manual* and the *Legislative and Procedural Proposals*;
- Conceptualise the Regional Conference and support its implementation;
- Prepare the assignment report.

#### Key Experts Assignment:

- Participate in the Working Group meetings;
- Gather data, perform data analysis, perform data processing, provide inputs to the Team Leader, notably on the economies they are assigned to, and support drafting of the *Manual* and the *Legislative and Procedural Proposals*;
- Meet relevant stakeholders, as required;
- Present the findings at the Regional Conference;
- Prepare the assignment report.

#### Scope of Analysis

The Expert Team will perform desk and field research for the purpose of the analysis of Roma relevant budgeting procedures and practice, and draft the documents. The experts will obtain information from various sources and by using combined data collection methods.

The experts will also meet with governments and other stakeholders to obtain information needed and assess current state of affairs concerning Roma relevant budgeting.

The analysis will focus on:

- general budgetary procedures;
- general budgetary practice;
- key formal and informal actors;
- procedures and practice of budgeting relevant mainstream and Roma targeted policies;
- funding, legal, procedural, and institutional gaps hampering Roma responsible budgeting;
- procedural, practical and institutional advancements necessary to allow for Roma responsible budgeting;
- practical steps for introducing the abovementioned advancements in practice and legislation.

#### **Deliverables**

During the course of the assignment the experts are expected to produce the following deliverables:

- *The working methodology of the Action*, before the first meeting of the Working Group in *April 2018*;
- *Manual on Minimum Standards for Roma Responsible Budgeting* document, by *10 October 2018*;

- **Legislative and Procedural Proposals for Roma Responsible Budgeting** document, by 10 October 2018;
- **Conceptualise the Regional Conference** event, which will take place in October/November 2018;
- **An assignment report** by each expert, by the end of November 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 experts 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.

### **Application Deadline**

The deadline for submission of applications is 5 March 2018. The experts are expected to start working as of 19 March 2018.

### **Indicative Timeframe**

The 2<sup>nd</sup> deliverable (*Manual on Minimum Standards for Roma Responsible Budgeting*) and the 3<sup>rd</sup> deliverable (*Legislative and Procedural Proposals for Roma Responsible Budgeting*) are expected by 10 October 2018.

The initial Working Group Meeting is to take place in April 2018, with the 2<sup>nd</sup> Meeting in June 2018, and the 3<sup>rd</sup> Meeting in September 2018. Data gathering should be finished by June 2018. Draft documents will be presented at the 3<sup>rd</sup> Meeting in September 2018. The Regional Conference shall take place in October/November 2018.

## **III. PROFILE AND COMPETENCIES**

### Qualifications

#### **Team Leader (one position)**

|             |  |
|-------------|--|
| Education:  | Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.  |
| Experience: | <p>Minimum of 7 years of relevant experience;</p> <p>Implemented at least one similar project in the last three years as a Team Leader;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in public budgeting and policy analysis from the perspective of vulnerable groups and in facilitating processes of vulnerable groups' responsible budgeting;</p> <p>Proven experience in preparing budgeting manuals and/or budget legislation proposals, preferably in relation to vulnerable groups' responsible budgeting;</p> <p>Proven analytical skills and ability to conceptualise;</p> <p>Proven ability to prepare training materials and provide trainings to executives and civil servants;</p> <p>Proven writing abilities, argumentation and negotiation skills, and the</p> |

|                        |   |
|------------------------|---|
|                        | ability to provide advice concisely and clearly;<br>Proven communication, presentation 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;<br>Previous experience in working in the Western Balkans and Turkey, and in-depth knowledge of the region will be considered an advantage. |
| Language requirements: | Fluency in English as the official language of the RCC;<br>Fluency in one of the local languages of the RI2020 participants will be considered an advantage.  |
| Other:                 | Familiar with MS Office applications.   |

### **Key expert (Three positions)**

|                        |   |
|------------------------|---|
| Education:             | Advanced degree in public administration, social sciences, economics, law or other areas directly related to the subject of work.   |
| Experience:            | Minimum of 5 years of relevant experience;<br>Proven record of practical experience and expertise in public budgeting analysis and policy analysis; preferably in relation to vulnerable groups' responsible budgeting;<br>Previous experience in working in the Western Balkans and Turkey, and in-depth knowledge of the region;<br>Proven ability to provide trainings to executives and civil servants;<br>Proven communication, presentation 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;<br>Proven data gathering, analytical and writing abilities. |
| Language requirements: | Fluency in English as the official language of the RCC, and in one of the local languages of the RI2020 participants;<br>Fluency in another local language 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 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 *Manual* and the *Legislative and Procedural Proposals*, 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 experts in developing the documents may be recognised in the deliverables.

#### **V. APPLICATION RULES**

**The application needs to contain the following:**

- Letter of Interest, with reference to the position a candidate is applying for;
- An outline work programme of a maximum of 1 page describing the proposed action by the consultant, sources of information to be used, timeline and research tools to be employed by the consultant;
- CV outlining relevant knowledge and experience as described in Section III, Profile and Competencies;
- Service Submission Form (Annex I);
- Financial offer, as per Budget Breakdown Annex II;

**Applications need to be submitted by 5 March 2018 to the following address [ProcurementforRcc@rcc.int](mailto: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

| <b>EVALUATION GRID</b>             | <b>Maximum score</b> |
|------------------------------------|----------------------|
| Education                          | <b>30</b>            |
| Qualifications and Skills Required | <b>30</b>            |
| An outline work program            | <b>30</b>            |
| Required Language Skills           | <b>10</b>            |
| <b>TOTAL SCORE</b>                 | <b>100</b>           |

### Financial Evaluation

|   |            |
|---|------------|
| <b>Financial Proposal/ cheapest price has maximum score</b> | <b>100</b> |
|---|------------|

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



**ANNEX I: SUBMISSION FORM**

**REF: 07-018**

**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 07-018.

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: 07-018**

| N<br>0<br>Cost categories        | Daily fee rate | Total Cost |
|----------------------------------|----------------|------------|
|                                  |                |            |
|                                  |                |            |
| 2<br><b>TOTAL COSTS</b>          |                |            |
| 3<br><b>VAT (if applicable):</b> |                |            |
| <b>GRAND TOTAL (2+3):</b>        |                |            |

Proposed daily fee rate for consulting services should be broadly consistent with the EU framework rates for these types of professional services.