

Roma Integration

Reference number: 094-020

Terms of Reference:	Roma Integration: Input on Roma Integration to the Draft Law on Social Housing in the Republic of North Macedonia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Application Deadline:	29 October 2020
Timeframe:	02 November 2020 – 30 November 2020
Duration:	05 days
Number of posts:	Total 1 consultant (in the Republic of North Macedonia)
Reference Number:	094-020
Eligible:	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

I. BACKGROUND

Purpose

The purpose of this consultancy is to provide an input to the new draft Law on Social Housing. The input needs to be in a form that can be directly included in the law (amendment/s). The intervention needs to ensure that the specific conditions and needs of Roma and other vulnerable groups are tackled by this Law. Besides ensuring outreach to Roma and other vulnerable groups, and affirmative measures to ensure access to social housing, the input should also consider other aspects, such as: automatic triggering of social housing provisions in case of eviction (including those due to impossibility of legalisation); additional support to severely materially deprived beneficiaries (including employment measures, additional financial support for housing maintenance, etc.); facilitated possibilities for purchasing social housing by the beneficiaries; provisions on desegregation of social housing; etc.

The draft Law on Social Housing is currently being prepared, thus the input to this draft Law should follow the process in terms of its timeframe. The key partner institution in performing the task is the Ministry of Labour and Social Policy of the Republic of North Macedonia. Other relevant stakeholders, including Roma, should be consulted regarding the input to the draft Law. International standards on social housing should be applied, particularly the provisions of the Declaration of Western Balkan Partners on Roma Integration within EU Integration Process (Poznan Declaration) and any relevant standards of 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.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The objective of this assignment is to ensure that the proposed Law on Social Housing in the Republic of North Macedonia tackles the specific needs and conditions of Roma community and effectively solves their housing issues, as well as those of other vulnerable groups, thus contributing to the achievement of housing target set out in the Poznan Declaration.

The assignment focuses on proposing amendments to the draft Law on Social Housing formulated in consultation with the relevant stakeholders and in a way to be directly included in the draft Law .

The consultant is expected to:

- Propose the wording that can be included in the draft Law on Social Housing;
- Ensure the draft Law has legal provisions to reach Roma and other vulnerable groups as beneficiaries, including by means of affirmative measures;
- Ensure the draft law tackles specific needs and conditions of Roma and other vulnerable groups, such as, but not limited to:
 - o Automatic triggering of social housing provisions in case of eviction,
 - o Additional financial and other support to severely materially deprived social housing beneficiaries (including integral measures in other areas such as employment, education, health, etc.),
 - o Facilitated possibilities for purchasing social housing by the beneficiaries,
 - o Spatial desegregation in social housing,
 - o Etc.;

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.

- Ensure the draft Law contributes to the achievement of housing target set out in the Poznan Declaration;
- Follow positive examples (such as the Law on Housing and Maintenance of Buildings of Serbia) and international standards, particularly those of the EU.

Tasks:

The consultant should, in close cooperation with the Ministry of Labour and Social Policy and the RCC Roma Integration Action Team, consult various relevant stakeholders, including Roma, and documents in the area of social housing, and formulate direct proposals for the draft Law on Social Housing.

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 is expected to produce the following deliverables:

- 1. Input to the draft Law on Social Housing of Republic of North Macedonia**, following the principles described above, by 25 November 2020.
- 2. Explanatory report**, explaining in detail the proposed interventions in the draft Law on Social Housing, by 25 November 2020.
- 3. Assignment report**, detailing the tasks performed by the consultant, including challenges and recommendations, by 30 November 2020.

Lines of Communication and Reporting

The consultant(s) will submit all reports and timesheets in English language to the Ministry of Labour and Social Policy and 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 29 October 2020 CoB.

The Roma Integration 2020 Action Team will engage 1 consultant in the period from 02 November 2020 to 30 November 2020, for a duration of 5 days.

PROFILE AND COMPETENCIES

Qualifications

Education:	Advanced degree in law.
Experience:	Minimum of 7 years of relevant experience; Proven record of theoretical knowledge, practical experience and expertise in preparing legislative texts, preferably in the areas of social protection and/or housing; Previous experience of working in the Republic of North Macedonia and in-depth knowledge of the legislation of the economy, particularly in the areas of social protection and/or housing; Knowledge and work experience related to the Roma and other vulnerable

	groups in the areas of social protection and housing is an asset; 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, particularly of legal texts, argumentation and negotiation skills.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in Macedonian 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:

- Technical Offer;
- Financial Offer.

Technical offer:

For individual consultants:

- Letter of Interest, with reference to a Roma Integration participating economy for which candidate is applying for;
- CV outlining relevant knowledge and experience as described under 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);

For legal entities and consortia of individual consultants:

- Legal entities' profile, including a brief description (up to 2 pages) of the entity. In case of a bidding consortium, the team leader should submit the profile of the consortium;
- Copy of Legal Entity's Registration Certificate (in case of consulting companies/legal entities). In case of a bidding consortium, a corresponding written authorisation, power of attorney is treated accordingly;
- Financial records - balance sheet and profit-and-loss statement for the past 2 years (only in case of bidding of consulting companies);
- CV of an expert, with reference to a Roma Integration participating economy the candidate is applying for, outlining relevant knowledge and experience as described in the Terms of References, along with contact details (e-mail addresses) of referees;
- Work plan outlining the proposed action, sources of information to be used, timeline and tools to be employed by the consultant;
- List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Signed Statements of Availability (Annex III).

Financial Offer, Annex II Budget

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

- All figures should be expressed in EUR;
- The proposed budget should include daily fee rate for consulting services broken down by tasks; the fee rates should be broadly consistent with the framework rates applicable in the region for these types of professional services.

Applications need to be submitted by 29 October 2020 to the following address
ProcurementforRcc@rcc.int

Please make sure that the application is submitted in two separate folders one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals.

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, 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: 094-020

One signed copy of this Call for Consultancy Submission Form must be supplied.

1 SUBMITTED by:	Name(s) and address(es) of the bidder submitting this tender
Full Entity Name	

2 CONTACT PERSON (for this Call)

Name	
Surname	
Address	
Telephone	
Fax	
e-mail	

3 DECLARATION

[**Company Name or Name of the entity**] hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Call for Consultancy Ref: 061-020.

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: 094 -020

No	Cost categories	Daily fee rate	Total Cost
2	TOTAL COSTS		
3	VAT (if applicable):		
	GRAND TOTAL (2+3):		

The fee rates should be broadly consistent with the framework rates applicable in the region for these types of professional services.

