



Roma Integration 2020  
is co-funded by the  
European Union



## Roma Integration Open call for consulting services

Reference number: 062-020

**Terms of Reference:** Expert Support for Annual Reporting on Roma Integration for 2019 in Albania and Serbia

**Contracting Authority:** Regional Cooperation Council Secretariat

**RCC Department:** Roma Integration Action Team

**Reporting to:** Roma Integration Action Team Leader

**Timeframe:** 3 August – 31 August 2020 (5 consultancy days per economy)

**Reference Number:** 062-020

**Eligible:** Respective consulting companies and other legal entities /individual consultants or individual consultants within bidding consortia

**Number of consultants:** 2 consultancy assignments: Albania and Serbia

**Application Deadline:** 24 July 2020

## I. BACKGROUND

### Purpose

The purpose of the consultancy is to assist the National Roma Contact Points from the economy where the assignment is performed (Albania, Serbia) in preparing the 2019 Annual Report and setting the monitoring mechanism for 2020.

The consultant should assist the National Roma Contact Point in preparing the 2019 Annual Report on the implementation of the Roma integration policy of the economy of assignment, using the [format](#)<sup>1</sup> adopted by the Roma Integration Task Force. The task entails soliciting inputs from the relevant implementing institutions, the statistical offices and the central financial institution, analysing the inputs, soliciting additional information as needed, preparing the information for the report as required within the format, and compiling the report. Additionally, the consultant is required to assist the National Roma Contact Points to advance the monitoring and reporting mechanism by preparing the required materials to solicit inputs from the relevant implementing institutions.

### 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 Roma<sup>2</sup> 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

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<sup>1</sup> The downloadable format is for the annual reporting for 2017. The years mentioned in the document should be adjusted by the consultant for the annual reporting for 2019.

<sup>2</sup> 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.

The objective of the consultancy is to ensure that the government of the economy of assignment produces a comprehensive 2019 Annual Report on the implementation of the Roma integration policy in the economy and establishes or improves the monitoring system.

The 2019 Annual Report should be prepared according to the regionally agreed [format](#)<sup>3</sup> adopted by the Roma Integration Task Force. It should follow the strategy/action plan for Roma integration, but may also include the measures envisaged within the Operational Conclusions and the Action Plan on Chapter 23 (as relevant). It should contain condensed information on the implementation of each planned measure, including information on the beneficiaries (disaggregated by ethnicity and sex) and on the planned and spent budget for each measure. The report should also provide an overview of the budget spent for the implementation of the Roma integration policy in 2019. Highly important part of the report is the assessment of the impact of Roma integration policy, for which statistical data disaggregated by ethnicity and sex should be provided according to the agreed indicators.

The process of preparing the report starts by the National Roma Contact Point soliciting inputs from the implementing institutions, the statistical office and the central financial institution (Ministry of Finance) on the implementation of the Roma integration policy, whereby the consultant assists in preparing the requests for input. The next step is the assessment of the inputs provided by the institutions in order to consolidate the information and prepare it for the report in the format needed (short, precise, focused, including statistics) and requiring further information as needed. The analysis also entails performing of operations on the received information if needed (for example, to calculate the budget spent for a measure in case the number of beneficiaries and the relative average cost of the service is provided). The final step is to compile the report. The consultants may work with the National Roma Contact Points and the relevant institutions in local languages. The final output of the process – the 2019 Annual Report must be submitted in English.

In addition, the consultant shall assist the National Roma Contact Point to set or advance the procedures for internal monitoring and reporting, in terms of preparing forms for different institutions, standardising the procedure of preparing the annual report, and working with the Roma Integration Action Team in proposing mechanism for improvement of the statistical and budgetary reporting. This task shall be defined more closely with the consultant, depending on the specific context in the economy of assignment.

The final output of the assignment, besides the 2019 Annual Report prepared by the government with the assistance of the consultant, is the assignment report that the consultant is required to submit to the Roma Integration Action Team. The assignment report should provide detailed information on the process of the consultancy, including all the relevant information on stakeholders, activities, time allocated, produced outputs and outcomes. The assignment report should also contain the consultant's opinions on various aspects of the process, identified challenges and bottlenecks and potential solutions and recommendations.

## Tasks

- Assist the National Roma Contact Point to prepare the 2019 Annual Report on the Roma integration policy implementation by:
  - Soliciting inputs from relevant institutions (implementing, statistical, financial)
  - Analysing received information and preparing the information for the report
  - Compiling the 2019 Annual Report
- Assist the National Roma Contact Point to establish/advance the internal monitoring and reporting mechanism. This particular task is dependent on the specific context in the economy, and may include preparing standard information request forms, schedule of reporting, formulation of indicators, and similar. It shall be precisely defined with the Roma Integration Action Team at the beginning of the assignment.

## Deliverables

- 2019 Annual Report (a product of the government, with the assistance of the consultant).
- Assignment report of the consultant.

<sup>3</sup> The downloadable format is for the annual reporting for 2017. The years mentioned in the document should be adjusted by the consultant for the annual reporting for 2019.

## **Lines of Communication and Reporting**

The consultants will submit all reports and timesheets in English language to the Roma Integration Action Team for review and approval of deliverables. The consultants 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 consultants with National Roma Contact Points and other designated officials.

## **Timeframe**

The Roma Integration Action Team will engage one consultant per economy in the period from **3 August to 31 August 2020**, the latter being the final deadline for submitting the listed deliverables.

## **PROFILE AND COMPETENCIES**

### **Qualifications**

Education:	Advanced degree in public administration, finance, 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 theoretical knowledge, practical experience and expertise in reporting and monitoring on public policy, both quantitative and qualitative, preferably on Roma integration or/and another relevant policy; Previous experience in working in the respective economy and in-depth knowledge of the economy is essential; Proven analytical skills and ability to conceptualise and provide advice concisely and clearly; Proven ability to provide hands-on situation analysis; Experience in working on policies for vulnerable groups; 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, argumentation and negotiation skills; Proven writing skills, precise and concise expression in written; Belonging to a disadvantaged group, primarily Roma, shall be considered an advantage.
Language requirements:	Fluency in English, as the official language of the RCC. Knowledge of one of the local languages in the region and/or 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 **24 July 2020** to the following address  
[ProcurementforRcc@rcc.int](mailto: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 demonstrates professional capacity and experience required.	35
A.3 Quality of the work plan:	30

Concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author, as well as the timeline.	
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](mailto: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](mailto: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: 062-020**

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

<b>1 SUBMITTED by:</b>	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: 062-020.

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: 0 6 2 - 0 2 0**

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

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

### **ANNEX III: STATEMENT OF AVAILABILITY**

REF: 062-020

By representing the Entity \_\_\_\_\_ we agree to participate in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

Full Name	Available from (Date)	Available until (Date)	Acceptance by signature	Number of man-days associated to each task from the ToR