



Roma Integration Open Call for legal entities/companies

Reference number: 009-021

Terms of Reference:	Regional analyses on the impact of the Covid-19 crisis on Roma in the EU Enlargement Region
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Head of Office
Timeframe:	10 February – 15 May 2021 (20 working days per economy)
Reference Number:	009-021
Eligible:	Respective legal entities/companies with experience in conducting public opinion survey
Number of consultants:	Total of 6 economy-specific legal entities/companies
Application Deadline:	5 February 2021

I. BACKGROUND

Purpose

The Roma Integration 2020 project will conduct a regional analysis to assess the impact of the Covid-19 pandemic crisis on Roma. The purpose of this analysis is to contribute to a better understanding of the socio-economic impact of the Covid-19 on Roma in the areas of education, employment, health, housing, and non-discrimination. The regional analysis should assess the current situation of the Roma population¹ and provide data for the purpose of defining appropriate, tailor-made measures that can be incorporated in the planning process of the new Roma Integration Strategies and other relevant mainstream socio-economic strategies with an impact on furthering the integration process of the Roma population. The analysis shall cover the EU enlargement region (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia, and Serbia) for which a representative survey should be compiled.

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 and non-Roma population in the EU enlargement region 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.

II. DESCRIPTION OF RESPONSIBILITIES

Objectives and Scope of the Analysis

This analysis aims to measure the impact of the Covid-19 pandemic and the response measures on the education, employment, health, and housing for Roma, as well as the discrimination towards Roma in all the mentioned areas. The analyses will attempt to:

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.

*This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

- Compile a quantitative research method that would best ensure the assessment of the impact of Covid-19;
- Identify the trends and changes in education, employment, health, and housing, as well as any discriminatory cases towards Roma during the pandemic and assess the impact of Covid-19 on living standards;
- Collect opinions and factual experiences of Roma.

Specific Tasks

The scope of services under this analysis includes the following deliverables:

- Quantitative research method that would best ensure the assessment of the impact of Covid-19 (based on the methodological proposal described below);
- Sample preparation, survey tools and full methodology elaboration;
- Conducting the field research, with full participation of Roma and fully respecting the protective measures;
- Data input and processing and the production and delivery of data sets and tables;
- Analyses design and deployment;
- Data presentation, analyses, description and interpretation per respective economy and regionally, including recommendations.

Methodology

This regional analysis will take place in the EU enlargement region (Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia), with a sample designed such as to satisfy the conditions of being generalizable for the target population.

The analysis should apply quantitative methods as the most appropriate tool for data collection, where a detailed questionnaire, which would provide all the information available regarding the topic, should be employed. The questionnaire should include questions assessing opinions, experiences and expectations. Non-discrimination should be mainstreamed across the priority areas (education, employment, health, and housing).

More specifically, questions should relate as a minimum, but not be limited, to the following topics:

1. Education

- *Education status*

Questions should cover topics related to the education status, dropouts and enrolments in education, educational level and current educational status, online educational curricula, quality of online learning, access to textbooks, discrimination and specific approaches and situation in the special schools, before and after Covid-19 measures were introduced.

- *Patterns of education*

Questions should cover topics related to the sector of education, activity in developing individual education, changes in education patterns students faced, hours invested in education, distant learning (through internet and/or television) impact standard during Covid-19, changes in the academic achievements, changes in segregation, specific situation in the special schools.

- *Measures by schools / universities and governments*

Questions should inquire about the measures the schools / universities have taken to support the distant learning and continued education, and benefits of assistance from different government programmes.

- *Concerns and outlook:*

Questions should be directed towards the main concerns of Roma citizens in the current situation, their expectations for the near future and an assessment of longer term achieving education perspective.

- *Discrimination:*

Questions should be directed towards the experiences in facing discrimination and specific pattern situations.

2. Employment

- *Employment status:*

Questions should cover topics related to the household status, living standards, workforce per household, changes in employment patterns, working hours, prolonging of payments due to Covid-19, working contracts, measures taken by employers to support employees, assistance from different government programmes, etc. Questions should also inquire about long-term needs of recovery from the effects of the emergency on Roma, including recovery of jobs and economic activity, assistance in payment of financial burdens.

- *Patterns of employment:*

Questions should cover topics related to the sector of employment, the activity of the company, changes in employment patterns, working hours (rapid social aid including for undeclared workers, prolonging of payments due to Covid-19), remuneration and payment, change of employment and assessment of its impact on living standards.

- *Measures by companies and government:*

Questions should inquire about the measures the employer has taken to support the employees and continued operation of the business, and applicability of assistance from different government programmes. Questions should also inquire about long-term needs of recovery from the effects of the emergency on Roma, including recovery of jobs and economic activity, assistance in payment of financial burdens.

- *Concerns and outlook:*

Questions should be directed towards the main concerns of Roma citizens in the current situation, their expectations for the near future and an assessment of longer term economic and social perspective.

- *Discrimination:*

Questions should be directed towards the experiences in facing discrimination and specific pattern situations.

3. Health

- *Health status:*

Questions should cover topics related to the health status, risk from the fast spreading virus, particularly for those people that live in overcrowded spaces and are in contact with a greater number of persons; patterns of health protection, control, prevention of disease, hygiene maintenance and other protective measures. Questions should be directed towards the main concerns of Roma citizens in the current situation - access to medicines and hygienic supplies, as well as health services, their expectations for the near future and an assessment of longer term perspective towards accessing Covid-19 tests and health protection, including those without health insurance before and after Covid-19 measures were introduced.

4. Housing

- *Housing status:*

Questions should cover topics related to the housing status, housing conditions (humidity, lack of windows/doors, lack of heating, etc.), assistance provided, such as reduced or annulled prices for utilities, social housing rent and other services where possible, etc., conditions for isolation; measures on access to housing services and what actions have been taken to support Roma during the pandemic crises, specifically on social housing rent and other services where possible, access to regular flow of information relevant for coping with the crisis. **Lines of Communication and Reporting**

The tenderer will submit all reports and timesheets to the Roma Integration Action Team and RCC for review and approval of deliverables. The tenderer will work closely with the Roma Integration 2020 Action Team from whom they will seek guidelines to efficiently conduct the work. The final outputs will be shared with the national stakeholders in the respective economies in EU Enlargement Region.

Timeframe

The Roma Integration 2020 Action Team will engage 1 tenderer for this regional analyses or 1 legal entity per each economy of the analysis in the period from 10 February to 15 May 2021.

III PROFILE AND COMPETENCIES

Qualifications

Education:	Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field
Experience:	Minimum of 7 years of relevant experience; Excellent communication and report writing skills; Analytical skills and ability to conceptualise and write concisely and clearly; substantial demonstrable experience in conducting field surveys and collecting and analysing resulting data; A network of contacts and field monitors throughout the different respective economies in EU Enlargement Region as well as key researchers to run the survey, proven by staff structure and CVs, provided as part of the technical offer; Extensive experience working on similar projects particularly in the area of

	<p>employment, including prior cooperation with international and national NGOs;</p> <p>Previous experience in working in the region, and in-depth knowledge of the topic of the consultancy is essential;</p> <p>Proven analytical, writing and planning skills;</p> <p>Proven ability to provide instructions during the work process and in the form of a manual;</p> <p>Previous experience in working on Roma issues will be considered an advantage;</p> <p>The tenderer can provide professional references from prior cooperation with the abovementioned establishments.</p>
Language requirements	<p>Fluency in English, as the official language of the RCC.</p> <p>Knowledge of one of the local languages in the region and/or Romani 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 the contracting procedure).

III. QUALITY CONTROL

The legal entity(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 legal entity (s) may also be recognised.

IV. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

For legal entities:

- Legal entities' profile, including a brief description (up to 2 pages) of the entity;
- Copy of Legal Entity's Registration Certificate (in case of consulting companies/legal entities);
- Financial records - balance sheet and profit-and-loss statement for the past 2 years;
- CV of experts, 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 **5 February 2021** 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 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: 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: 009-021

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: 009-021.

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: 009-021

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.

