



Roma Integration Open call for consulting services

Reference number: 066-020

Terms of Reference:	Developing a National Programme on Transforming Undeclared Work of Roma in the Republic of Serbia
Contracting Authority:	Regional Cooperation Council Secretariat
RCC Department:	Roma Integration Action Team
Reporting to:	Roma Integration Action Team Leader
Timeframe:	7 August – 31 October 2020 (15 consultancy days)
Reference Number:	066-020
Eligible:	Respective consulting companies and other legal entities /individual consultants or individual consultants within bidding consortia
Number of consultants:	Total 1 consultancy
Application Deadline:	31 July 2020

I. BACKGROUND

Purpose

The purpose of the consultancy is to develop a comprehensive programme for transforming the undeclared work among Roma in the Republic of Serbia.

The Roma Integration 2020 assists the government of Republic of Serbia to implement the [Roadmap 2019-21](#), as part of the process of achieving the commitments from the [Poznan Declaration](#) and the EU integration. This assistance is envisaged as technical support to the government to develop a comprehensive programme for transforming the undeclared work among Roma in the Republic of Serbia. The technical support consists of providing relevant consultants to work with the stakeholders in order to fully develop such a programme.

The working title of the programme that should be developed is: Promotion of Declared Work among Roma. The objective of the programme is to decrease the undeclared work among Roma from 71% to 25% by 2025. The programme has to encompass several components:

- Legal environment conducive to declaring the undeclared work, including social security and debt write-off, which should entail changes and adoption of new legislation necessary for taking the actions for transforming undeclared work;
- Direct support to undeclared workers to transform their work into declared through institutional support network established for this purpose, prioritising Roma undeclared workers and using the existing active labour market measures;
- Monitoring the progress in decreasing the undeclared work.

It is advised to develop a long-term programme (for at least 3 years).

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.

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.

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 the assignment is to develop a comprehensive national programme for transforming undeclared work of Roma in the Republic of Serbia, which encompasses establishing conducive legal framework, providing direct support to beneficiaries, and monitoring of the progress.

The consultant should work with the relevant stakeholders to develop the programme. The key stakeholders are the National Roma Contact Point (NRCP) and the Coordination Body, and the Ministry of Labour, Employment, Veteran and Social Affairs (MLEVSA). Besides these two institutions there are several other institutions responsible for the subject area, as well as several international and civil society organisations that should be involved in the process. The European Union Delegation is particularly important as IPA 3 is a possible source of funding for the programme.

The process of developing the programme is envisaged in several phases:

1. Initial brainstorming – a meeting of the relevant stakeholders to come up with all the ideas and information necessary to start the process of developing the programme, including details of the existing legislation, measures, and funding.
2. Context analysis – at this stage the consultant should conduct proper analysis of all the relevant legislation, with proposals for changes in order to provide for environment conducive to transforming the undeclared work.
3. Developing measures – the next step is to fully develop the measures and actions to be undertaken within the programme, including calculation of financial implications, in order to provide direct support to undeclared workers to declare their work.
4. Evaluation of the programme – a meeting of the relevant stakeholders to present the programme and solicit inputs, followed by incorporating the inputs into the programme.
5. Negotiation stage – the programme should be negotiated with the key stakeholders – the NRCP, MLEVSA and the EUD.
6. Finalising the programme – the programme should be finalised and proposed for funding and implementation.

The consultant should coordinate with and report on the progress in each process stage to the responsible staff at the Roma Integration 2020 Action Team and key stakeholders.

The process of developing the programme should start in July 2020 and end in September 2020.

The first National Programme on Transforming Undeclared Work of Roma in the Republic of Serbia is expected to incorporate the following:

The objective of the programme is to decrease the undeclared work among Roma from 71% to 25% by 2025. The programme has to encompass several components:

- Legal environment conducive to declaring the undeclared work, including social security and debt write-off, which should entail changes and adoption of new legislation necessary for taking the actions for transforming undeclared work;
- Direct support to undeclared workers to transform their work into declared through institutional support network established for this purpose, prioritising Roma undeclared workers and using the existing active labour market measures;
- Monitoring the progress in decreasing the undeclared work.

The programme should take into consideration the following aspects important for undeclared work among Roma, as opposed to undeclared work in general:

1. Nature of jobs. The majority of Roma undeclared workers are engaged in: waste collection, open-market or street trade, seasonal low-skill agricultural/construction work, cleaning services (particularly relevant for Roma women), entertainment/music, handcrafts, and other low-skills services. The policy of transforming the undeclared work should consider different approach for different types of economic activities, because of the particular characteristics and context in each economic area.
2. Social benefits. The social aid received by the families engaged in undeclared work accounts for considerable portion of their income. In order to avoid the risk of pushing the workers and their families into deeper poverty, transformation of their work into declared should be coupled with gradual reduction of social aid instead of its immediate cut, with defined rules and time or restricted provision of social aid to undeclared workers in transition. The Research on Financial Social Assistance currently conducted by GIZ looks at the motivational and demotivational factors influencing social aid beneficiaries to enter or not the formal labour market and has particular focus on waste collectors. The results of the research are expected in mid-2020 and are aiming to inform policy and legislation.
3. Tax burdens. Current social contributions and taxes on wages are considerable and not affordable for poor workers engaged in low-income (undeclared) work, as the remaining net wage from the gross earning is insufficient to provide for decent life. The social contributions and taxes should be strongly subsidised at the beginning of the transformation of undeclared work into declared work. The subsidies should be decreased gradually. Such intervention should be carefully calculated in terms of financial impact to the public budget, which is expected to be positive (as in the case of eased registration of seasonal works in agriculture).
4. Collective rather than individual approach. The work of undeclared workers transformed into declared workers should be organised (possibly into cooperatives, social enterprises, public-private partnerships at local level, or similar), supported, protected and developed until it is sufficiently competitive and profitable to allow for income providing decent life (exit from poverty), and eventually eliminating the dependency on social aid. On-the-job safety should be ensured and in cases of jobs posing hazard to the health, eased conditions for retirement should be envisaged. Modalities to include time of undeclared work into the retirement conditions may be considered with caution.
5. Existing provisions. The range of existing legal provisions and services provided by the central and local governments and various state agencies should be taken into account and used for the transformation of undeclared work. The good practices established by the Government in other areas that are relevant for the area of transforming undeclared work should also be used as a model. Established models of engaging vulnerable groups, including Roma, in formal employment, implemented by non-governmental entities, such as GIZ, should also inform the policy.
6. Comprehensive information. Undeclared workers need to receive comprehensive and understandable information on all aspects of declared work, including labour rights, job contracts, social contributions, taxes, mechanisms for protection of labour rights, trade unions, etc.
7. Roma participation is essential, and the aspects of culture/identity of Roma and relations with others in the society should be taken into account in the policy design.

Tasks:

- Facilitate and coordinate discussions of relevant stakeholders
- Write the National Programme on Transforming Undeclared Work of Roma in the Republic of Serbia (from draft to final)
- Present different stages of the programme to the stakeholders
- Analyse the relevant documents

- Calculate financial implications – budget for the programme (including from public budget and donor funding)
- Negotiate the programme with the key stakeholders

In case the consultancy work includes field trips, 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. National Programme on Transforming Undeclared Work of Roma in the Republic of Serbia, by 31 October 2020.
2. Assignment report, by 31 October 2020.

Lines of Communication and Reporting

The consultant(s) will submit all reports and timesheets in English language to 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 Roma Integration 2020 Action Team will engage 1 consultant in the period from 7 August 2020 to 31 October 2020, for 15 days.

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:	<p>Minimum of 5 years of relevant experience;</p> <p>Proven record of theoretical knowledge, practical experience and expertise in developing fundraising proposals, national programmes, strategies and other planning documents, including budget; knowledge of EU funding proposals will be considered an asset.</p> <p>Proven record of policy and legal document analysis and development;</p> <p>Previous experience in working in and in-depth knowledge of the economy of the assignment and the topic of undeclared work is essential;</p> <p>Proven analytical skills and ability to conceptualise and provide advice concisely and clearly; facilitation skills;</p> <p>Proven ability to provide guidance and advice and to propose solutions;</p> <p>Experience in working on policies and data for vulnerable groups, notably Roma;</p> <p>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</p>

	society institutions and other stakeholders; Proven writing abilities, argumentation and negotiation skills.
Language requirements:	Fluency in English, as the official language of the RCC. Fluency in Serbian language as the working language in the process of consultancy. 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 **31 July 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: 066-020

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: 066-020.

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: 066-020

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

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

