

PUBLIC CALL FOR PROPOSALS FOR IMPLEMENTING PARTNER

“ASSESSMENT OF ROMA SETTLEMENTS IN 20 PILOT MUNICIPALITIES”

1) Brief background of the Project

The “Technical Assistance for Roma Inclusion” project (hereinafter TARI Project) aims to realise the objectives of Measure 5 of the Government’s sector fiche for social development for the implementation of the National Strategy for the Improvement of the Position of Roma in the Republic of Serbia (Roma National Strategy). The full implementation of the Government of Serbia’s Roma National Strategy is a long term goal, requiring significant investment from both the Government and Roma community. The number and complexity of issues that impede the full inclusion of Roma into Serbian society involve the legal, economic and social spheres and as such require a multi-sectorial and fully inclusive response to ensure their sustained effectiveness. Technical assistance, policy development and implementation, capacity building, and the necessary shift in societal attitudes from both the Roma community and broader Serbian society are all required to bring about sustainable change.

The European Union, through its Instrument for Pre-accession Assistance (IPA) for 2012 is supporting this sector-wide approach to social development. The specific results of the project are to achieve: (1) access of Roma to basic rights improved, including subsequent registration and free legal aid, (2) joint mobile units for Roma inclusion created, equipped and functional for effective and efficient field work, (3) Roma civil society organisations’ capacity strengthened to actively engage in civic initiatives, (4) drop-out prevention programmes for Roma children to be rolled out to all parts of the country, (5) regulatory preparations in place for infrastructural improvement of Roma housing conditions and (6) enterprises with potential for offering sustainable employment opportunities for Roma supported to realise these opportunities: resulting in the creation of sustainable jobs.

Aiming to support future improvements in living conditions of Roma, the project will assist the Ministry of Construction and Urbanism in the development of a geographic information system for all Roma settlements in Serbia to help monitor conditions in them, and in the design of at least three affordable models of housing improvement that then become a policy option for government and municipalities.

At the same time, the project will advocate for the legalisation of Roma settlements by developing urban plans and other necessary technical documentation for one selected settlement in each of the 20 pilot municipalities. Pilot municipalities are: Koceljeva, Valjevo (Western Serbia); Bujanovac, Vranje, Bela Palanka, Prokuplje, Žitoradja, Leskovac, Bojnik (Southern Serbia); Knjaževac (Eastern Serbia), Kruševac, Kragujevac, Smederevo (Central Serbia), Kovin, Pančevo, Novi Sad, Odžaci, Sombor (Northern Serbia) as well as Palilula and Zvezdara in Belgrade.

The assessment of housing and infrastructure conditions of Roma settlements in 20 pilot municipalities in Serbia will serve as a basis for future development and regularization of settlements under IPA 2013. The assessment should also provide the identification and prioritization of opportunities for regularization and development of

settlements, to help local self-governments select those that will be targeted through this Project.

The OSCE Mission will deliver the required assessment through an Implementing Partner Agreement with a not-for-profit organization (e.g. Ministries or entities of the Host Government; Non-Governmental Organizations and civil society organisation, UN Agencies or International Organizations; etc...) over the period of six (6) months.

2) Specific tasks of the implementing partner shall include:

- Preparation of the detailed assessment of the Roma settlements in 20 selected municipalities. The assessment should cover two main tasks: (i) carry out housing and infrastructure conditions survey; (ii) in consultation with the community, prepare the list of priorities for the action in all 20 municipalities, regarding settlements upgrade or possible relocation.
- The assessment, divided in three phases, will be conducted in consultation with the local self-government officials, the representatives of local Roma organizations and Roma community and any other relevant stakeholders:
 - Phase 1 includes: a) desk analysis of Roma settlements in 20 municipalities: number of objects, position, population, legal status etc. b) consultations with local self-governments and relevant state officials;
 - Phase 2 includes, for each settlement: a) housing and infrastructure conditions survey through field research; b) consultations with communities in settlements;
 - Phase 3 includes: a) development of the list of priorities and possibilities for action in municipalities regarding Roma settlements; phasing plan for each municipality; b) preliminary cost estimates;
- The Implementing Partner (IP) should conduct an assessment of resident households in each of the recognized¹ Roma settlements in 20 selected municipalities. The assessment should cover various aspects, with an emphasis on household characteristics and tenure: number of settlements, number of objects, condition, available infrastructure, number of inhabitants, number of families, social and economic structure of households, age, position of the settlements, access to services (education, health, employment and social care), existence and exact type of urban plans that cover settlements, the legal status of settlement and land on which it is situated, identification of opportunities for regularization and further development, etc.

The IP will deliver, in Serbian and English language, the following documents:

- ✓ List of Roma settlements in 20 municipalities;
- ✓ Timeframe and plan of visits and consultations with the Roma community in settlements;
- ✓ Questionnaire for the assessment;
- ✓ Interim Reports (by phases) and the Final Report
- ✓ Assessment with the draft recommendations and the list of priorities for the action in all 20 municipalities, regarding settlements upgrade or possible relocation.

¹ The settlement should be considered as such if it comprises at least 15 houses or has at least 100 residents.

- The IP should propose appropriate team for the implementation of the project (project coordinator, project assistant and finance assistant), as well as suitable experts and field researchers (architects, engineers, social workers, etc.).
- The IP should cooperate regularly with the OSCE project team, as well as with OSCE experts on development of the models for housing solutions;
- The IP should present the findings to the OSCE representatives and other relevant stakeholders (e.g. local self-governments, local Roma organizations and Roma community);
- The IP should ensure smooth implementation of the agreed activity plan and respect for deadlines.
- The IP should prepare and submit narrative and financial reports in a timely manner.

3) Qualifications of the IP (mandatory requirement):

- At least 5 years of experience in the management and implementation of similar projects;
- Proven record in dealing with informal housing issues, preferably in Serbia;
- Proven record in dealing with Roma inclusion related issues, preferably Roma housing;
- Proven record of successful collaboration with local self-government authorities and governmental bodies in charge of housing policies;
- Proven record of successful cooperation with international donors in managing projects;
- Sufficient number of engaged staff with adequate qualifications and expertise to ensure unimpeded implementation of duties and tasks as foreseen by the project proposal.

4) The project proposals should provide:

- Precise definition of the methodology of the detailed assessment of the Roma settlements in 20 selected municipalities;
- Description of activities contributing to the accomplishment of the assessment;
- Activities timeline, by phases;
- Envisaged results of the assessment (e.g. housing and infrastructure conditions survey; list of priorities for the action in all 20 municipalities, etc...);
- CVs of the key staff for the implementation of the detailed assessment (project coordinator, project assistant, finance assistant, experts and field researchers, etc...);
- Reference list proving experience in implementing projects of similar size, topic and scope;
- Draft budget proposal.

Applicants shall also provide information on their operational capacities:

- a) date of registration, field(s) of work,
- b) number of staff (full-time, part-time and volunteers) and
- c) short description of projects implemented in the last three years (reference list)

Applicants shall write project proposals, including budget, in their own project templates.

Proposals must be delivered to the below specified address on or before **5 February 2014, 12:00 CET (local time)** clearly marked as follows:

OSCE Mission to Serbia
Attn: Chairperson, OSCE Bid Opening Board
Ref: Public Call for Proposals for Implementing partner ref: **ASSESSMENT OF ROMA SETTLEMENTS IN 20 PILOT MUNICIPALITIES**
Deadline: 5 February 2014, 12:00 (local time)
Španskih boraca 1, 11070 Belgrade, Serbia
Do Not Open, Except in the Presence of the OSCE Bid Opening Board

Project proposal (i.e. Technical Bid) and Budget proposal (i.e. Financial Bid) shall be submitted in two separate envelopes and should be marked as follows:

TECHNICAL Bid - Ref: Public Call for Proposals for Implementing partner ref: ASSESSMENT OF ROMA SETTLEMENTS IN 20 PILOT MUNICIPALITIES
Do Not Open, Except in the Presence of the OSCE Bid Opening Board

And

FINANCIAL Bid - Ref: Public Call for Proposals for Implementing partner ref: ASSESSMENT OF ROMA SETTLEMENTS IN 20 PILOT MUNICIPALITIES
Do Not Open, Except in the Presence of the OSCE Bid Opening Board

Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the address of the OSCE and the OSCE Reference Title as indicated above.

The prices shall be quoted in **EURO**.

The proposals should be sent in **English**.

Proposals sent by email and facsimile will **NOT** be accepted.

Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits

OSCE Mission to Serbia
Democratization Department
Mrs Laura Carpino, Project Officer (Housing)
Technical Assistance for Roma Inclusion
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11070 Belgrade
or emailed to laura.carpino@osce.org