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1. BACKGROUND INFORMATION

1.1. Beneficiary country

The Republic of Serbia

1.2. Contracting Authority

The Association of Roma of the Branicevo district

1.3. Country background

According to the census 2011, 147.604 Roma reside in the Republic of Serbia and according to the assessment of Roma institutions, their number is between 400 and 500.000. Most of them reside in South and East Serbia (38,7%) and their number in Central Serbia is 20.649. Officially, Roma present the second most numerous national minorities in Serbia with a share of 2,05% in the overall population. Despite the fact that Serbia has adopted most of the legislative and Strategic background for the respect of human rights in all sectors and the improvement of the position of Roma, and that it has joined The Decade of Roma Inclusion 2005-2015, practical implementation and more equal regional distribution of measures and initiatives still need to be monitored and applied. All international, national and civil parties agree that Roma are the most disadvantaged group.

The situation regarding Roma inclusion since the beginning of the Decade for Roma inclusion at the national level has improved in the sectors of health and education, with more challenges in the sectors of housing and employment. In the previous period, ca. 2% of Roma children was involved in the pre-school education system and less than 40% was included in the elementary education. 70 to 90% of the enrolled Roma children dropped out from education at some moments. According to the data of the MoE 10% more Roma children are enrolled in the pre-school and elementary education in the year 2010/11 in comparison to the previous year. The health of Roma women and children has improved since the engagement of Roma health mediators, but the mortality rate among Roma children under the age of 5 is still multiple higher than in the average population, according to UNICEF data. The average length of education for Roma girls is 5.5 years and for the average population 11 years. Roma women are 80% formally illiterate, with an upper limit of 4 grades of education or without education. Dropout rates from education are high and 50% of them happen in the fifth grade. The Council for Education of the League for Roma Decade has sublimated the situation of Roma children in education, amongst other, as following: 70-90% of Roma children face challenges in accessing pre-school education; 10-30% of regularly enrolled in elementary education are exposed to lower quality of education; 50-70% of scholars drop out from obligatory education; 30-50% of graduated scholars have lower achievements than average; 10-30% does not continue education upon elementary; 50-70% does not have the text books and other materials and supplies due to poverty; and 70-90% are exposed to disrespect, discrimination and exclusion in all forms.

According to the report of the Centre for Human Rights from 2012, the unemployment rate in the Roma population is 68, 4 % and the number of persons who have acquired pension is 2, 6%. The educational level of Roma is low – 62% is without elementary education and 29% with completed elementary education.

1.4. Current situation in the sector

In the municipality Pozarevac the official number of Roma is 3.848, out of which 1.905 male and 1.943 female. According to the assessment of the applicant, the number is ca. 14.000. There are 10 informal settlements inhabited by 200 families with app. 1.000 persons. 21 Roma IDP families are beneficiaries of social housing. 300 families have employed members in the police, public utility company, health and other public institutions, production businesses, small businesses, in education. 1.070 are engaged in the informal economy in trade, recycling, daily labour in agriculture and construction, musicians and painters, food preparation and catering. The employed women in both sectors (formal and informal) are slightly under-represented, but not completely excluded. There is one Roma NGO active with Roma and women engaged, one pedagogical assistant and one female health mediator and the municipal coordinator is newly appointed.

The problems at the local level are identified as following: complete exclusion of Roma children from the pre-school education and no capacities of the educational system to overcome the issue. The action is addressing the problem in establishing social and educational inclusion activities in their own premises. Some 200 pre-school children and first grade age Roma children are enrolled during the last years. The estimate is that there are 2.200 Roma children under the age of 7, or 300-400 children in each generation. Currently 900 Roma children attend elementary school, with low regularity of school attendance and high dropout rates: 50-60%, out of which the half of them in the fifth grade. No direct support is provided institutionally to the children and this action is the first one to address this issue. Low school achievement and dropout rates in the elementary school will be addressed through direct material support to the scholars in provided transportation, facilities and meals for mentoring support, support to capacity building of the schools in text books and materials, wardrobe and social inclusion initiatives for the children and parents from the Roma and majority population. Vocational and high scholars attend 350 Roma scholars during the actual school year. They drop out most during the first grade and 25% until the end. Low achievements of the vocational and high scholars will be supported through text books and non-formal training in business related skills. Low capacities for formal and self-employment will be addressed through the establishment of a business incubator, consultancy support during the initial period and micro granting to other small businesses not eligible for the incubator. Limited capacities of the LSG to provide elaborated strategic planning for the following period upon the expiration of the existing LAP will be overcome in supporting the team and elaborating the LAP. Inter-sectorial cooperation will be stimulated through the involvement of Regional chamber of commerce in employment, the schools in capacity building and relevant institutions and media in exchanges of good practice. Low visibility of Roma needs and potentials will be addresses through media and practical public and joint actions for social inclusion.

The inter-related action clusters will contribute to the implementation of national legislature and strategies in the sectors of education, employment, antidiscrimination and human rights and the local strategies and action plans for improvement of the position of Roma and local economic development.

The MoE has adopted the Law on basics of the educational system in 2009, which has enabled inclusive education and the engagement of pedagogical assistants and equal quality of education. The action will directly contribute to the implementation of the Law on local levels and overcoming the major obstacles in its implementation.

The national legislation providing background for the equality of human rights and access to education, health, housing, employment and antidiscrimination is set by

the Constitution, Laws on prevention of discrimination, Strategies on poverty reduction and the improvement of the position of Roma, on adult education, the improvement of the position of women and gender equality and other relevant.

Practical plans that were undertaken for the implementation at local levels were the introduction of the pedagogical assistants and the health mediators and the municipality took benefits to introduce them.

The overall national action for the educational inclusion of Roma in the scope of the DILS/REF project excluded the municipality on the base that it is not officially in the III or IV group of devastated municipalities. The national action of technical support for Roma inclusion through OSCE and the TARI project also excluded the eligibility of the municipality on the base that it had not yet realized the engagement of the municipal Roma coordinator.

Both applicants are putting additional efforts to overcome the exclusion from the most relevant national initiatives for Roma inclusion and to realize the adopted Local Action Plan for Roma inclusion through own initiatives. The LAP plans realization of measures in the domain of housing, education, health and employment and all measures planned under this action are in accordance with locally planned. Both applicants have also submitted one initiative of establishing social entrepreneurship to the Embassy of Japan, in the pending status. A pilot project of training and establishing a greenhouse production and an agricultural cooperative is undergoing under the OSCE and OHMR support.

56 Roma have finished elementary and vocational training through the “Second chance” IPA programme in the municipality and this action will directly take over the follow up and synergy with this initiative. All eligible and motivated trained male and female Roma through this action will be targeted directly to be involved in the employment options through this initiative.

It is elaborated through the previous chapters that the municipality had limited access to larger national initiatives for Roma inclusion, with exception of the adult education through the IPA “Second chance” programme. The planned action is thus completely innovative and new, targeting for the first time educational support through all educational levels and employment support based on needs and profiles of the fresh graduated and trained youth and adults. Conclusions and recommendations from the OSCE/OHMR pilot project are not yet available, due to the initial phase of implementation of the project. Lessons learned and good practice examples are collected through the previous cooperation with the private sector and the participatory approach of the stakeholders and final beneficiaries, which have assessed the planned set up as most feasible.

The action is a separate and innovative approach targeting educational, employment and social inclusion of the multiple vulnerable Roma children, youth and families. It is planned to build upon a synergy with the previous EC “second chance” initiative and to take over the educated pool of Roma and provide support in employment through business incubator and micro grant support.

1.5. Related programmes and other donor activities

Donor programmes working in the field of support to the Roma population are numerous but the actions are mainly on the national level. Limited actions and projects are implemented at the local level and regional level. As part of the national network of Roma Pedagogical Assistance this service is provided to the Roma children but the support is not adequate considering the Roma children population size and is limited only to the work within the school system.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

*The **overall objective** of the project is achieving an improved employability of Roma in the region of Braničevo.*

2.2. Purpose

The purposes of this contract are as follows:

The purpose of this contract is to ensure the provision of professional certified vocational trainings for selected beneficiaries and training profiles which will contribute to implementing of the project ‘Improving employability of Roma in the region of Braničevo’.

- Purpose 1: To engage experienced trainers to work with selected beneficiaries through the organization of theoretical and practical trainings.
- Purpose 2: To engage mentors/teachers who will hold lessons for identified profiles: waiter, baker/cook, make-up artist, receptionist, wall painter/ceramist, hairdresser, car mechanic and welder. Engaged staff should mentor Roma candidates to increase their knowledge necessary to secure passing theoretical and practical exams.

2.3. Results to be achieved by the Contractor

- Drafting the trainings curricula
- Drafting the trainings timetable
- Implementation of trainings
- Providing cooperation between companies where trainings take place
- Organising theoretical and practical courses
- Organisation of testing of participants
- Certification distribution for trainees who successfully completed both courses

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Active participation and cooperativeness of all stakeholders
- Active participation of Roma beneficiaries
- Sustained motivation of the project participants

- Professional reporting of media
- Availability of service providers
- Interest of tenderers to comply with tendering procedure

3.2. Risks

- Stable national political environment continuing towards EU accession
- Stable local self-government
- No deterioration of the economic situation
- Stabilized mobility of the Roma population towards asylum seeking

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The project serves the purpose of successful and professional implementation of certified vocational trainings, elaborated by the Contracting Authority during the implementation of the project “Improving employability of Roma in the region of Braničevo”

The activity will be implemented in full cooperation with the Contracting Authority. The activity will include Roma beneficiaries which will be selected based on set criteria of vulnerability and social and educational exclusion. The selection of beneficiaries will be conducted by the Contracting Authority. The activity will be directly managed by the Project team member delegated by the Project manager and implemented by the Contractor - Trainers for mentioned activities. Priority in selection is given to Returnees and young Roma female.

The workshop beneficiaries will be 20 Roma (divided into two groups) most. The curricula should be proposed by the Contactor in the offer but will be developed further with the Contracting Authority and the Contractor to support the development of knowledge and skills.

All necessary educational and working materials for the classes will be provided by the Contractor.

4.1.2. Geographical area to be covered

Braničevo district

4.1.3. Target groups

Roma population living in Braničevo region, Returnees, Roma female, youth.

4.2. Specific work

The Contractor / Trainers are responsible to professionally design and conduct trainings and exams for selected beneficiaries. The training topics i.e. the curriculum should be proposed in the offer. The workshop topics should be listed and the content of the workshops will be defined by the Contractor and Contracting Authority together. The Trainers/Contractor is obligated to conduct the trainings for 20 beneficiaries during 3-4 months depending on profile, each with duration of min 2 hours.

Changes/adjustments in the list of training topics is possible but will be jointly agreed upon between the two parties. Adjustments will be made only in coordination and agreement with the Contracting Authority and project team member delegated by the Project manager for this contract and the engaged Contractor.

The Contracting Authority will make available their premises for these purposes of conducting the trainings. The Contracting Authority is also obligated to secure transportation for beneficiaries during the trainings.

The Trainer/Contractor will directly coordinate and communicate related to all activities with the project team member delegated by the Project manager for this contract.

4.3. Project management

4.3.1. Responsible body

The project team within the Contracting Authority (Association of Roma of the Branicevo district) has overall responsibility for project implementation. The Contractor is responsible for all the activities regarding this contract.

4.3.2. Management structure

The Contracting Authority has a project team responsible for the purpose of implementing the project 'Improving employability of Roma in the region of Braničevo'. The project team consists of the technical section and the administrative/support section. The overall responsibility is with the Project Manager while the necessary support is provided by the Project Assistant and professional inputs and direct cooperation with the consultants and service providers depending on the contract. For the realization of this contract the direct contact person in the project team is the Project administrative assistant who is directly responsible to the Project Manager.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority will provide the premises for Trainings for the beneficiaries. The Contracting Authority is responsible to secure the premises for all the activities foreseen in this Contract but not for the preparatory activities and office space for the Contractor.

5. LOGISTICS AND TIMING

5.1. Location

The City of Pozarevac

5.2. Start date & Period of implementation of tasks

The intended start date is **11th July 2019** and the period of implementation of the contract will be 120 days from this date.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the beneficiary country cannot be proposed as experts, unless prior written approval has been obtained from the SODI.

6.1.1. Key experts

Engagement of Key experts is completely under jurisdiction of Contractor. Contractor is obliged to provide necessary qualification and experience of engaged trainers according to the domestic Law.

6.1.2. Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation for working on the contract is to be provided by the Contractor.

6.3. Facilities to be provided by the Contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The Contractor is not obligated to submit reports the delivery of services (printed materials) are grounds for payments and finalization of the contract.

The Contractor is, however, obliged to inform Contracting authority about potential or occurred problems in the process of implementation of certified vocational trainings activity.

7.2. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

If no comments are given to the draft reports, the reports can be considered as accepted 10 working days upon submission.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manner, as required in these Terms of Reference” and in coordination and cooperation with the Contracting Authority.

8.2. Special requirements

N/A