

**TERMS OF REFERENCE (ToR)**  
**Initial Analysis of the BIP 3 for employment and Roma inclusion**

**1. REFERENCE**

TD7- SODI-PN: 2007RS110

**2. PROCEDURE**

Single tender

**3. PROGRAMME AND PROJECT TITLE**

Business incubator Požarevac (BIP)

**4. CONTRACTING AUTHORITY**

Association of Roma Branicevo District (ARBD)

**5. BACKGROUND**

Solidaritatsdienst International e.V., hereinafter referred to as **SODI** in cooperation with Association of Roma Branicevo District, hereinafter referred to as **URBO** implementing the project “**Business incubator Požarevac: Promotion of employment and employability of Roma, returnees and internally displaced persons in the Branicevo region.**” (SODI project number: 2007RS110), period starting on 15<sup>th</sup> September 2021 and ending on 31<sup>st</sup> December 2024.

The unemployment rate in Serbia is higher than the European average. However, more and more employers and investors are looking for young people for employment, but they are critical to many people without adequate knowledge, skills and first working experience. **The problem** this project wants to address is the low rate of economic activity and employment of Roma, returnees, and other marginalized groups, they have the status of unskilled or semi- skilled workers. **The consequence of the problem** are an increasing number of them do not actively seek employment, which may leave them without structural support in terms of getting back into the labour market. Research shows that youth unemployment can result in permanent scars, such as an increased risk of future unemployment, reduced levels of future earnings, loss of human capital, intergenerational transmission of poverty or less motivation to found a family, contributing to negative demographic trends. **The roots of the problem** and the implications of widespread work in the informal sector are multiple. This work leads to a waste of human and financial resources, lower productivity, and development. Roma, returnees, and other marginalized workers in the informal economy in Serbia have a low income, lack of social protection. Initiation of working life in the informal economy may negatively affect future outcomes in the labor market, increasing the risk of future unemployment, inactivity, and poverty. Very unfavorable situation of marginalized people on the labor market in Serbia was additionally exacerbated by the economic crisis and COVID 19 pandemic

**Overall objective of the Project** is to improve the position of Roma, returnees and other marginalized groups and their social inclusion and integration into society.

**Specific objective of the Project** is to increase the employment and employability of Roma, returnees, and other marginalized groups through employability measures.

**6. THE PURPOSES OF THIS CONTRACT ARE AS FOLLOWS:**

At the beginning of the project, an analysis shall be carried out to identify and optimize possible weak points. The BIP beneficiaries should submitted initial suggestions and ideas that should be future elaborated.

Improvements are required in the following areas: in the adaptation of active employment

measures to the needs of the Roma, in the cooperation between the Roma community, the local administration and the sectoral authorities (employment agency), in the development and strengthening of the connection to employers, and in the monitoring and implementation of the measures.

The analysis shall evaluate the existing framework and institutional environment: To this end, the measures of all relevant institutions to be reviewed and potential for improvement is identified.

External support of providing baseline data - Initial Analysis of the BIP 3 for employment and Roma inclusion is foreseen to support Project team to reach the following purposes:

- ✓ Provide general information on current stats, figures and relevant data from institutions, NGOs, stakeholders, and individuals related to the project implementation.
- ✓ Assess, collect, process, and distribute key data relevant for baseline analysis.
- ✓ Provide processed data via presentation (graphic and written forms included);
- ✓ Provide recommendations for future actions set in the Project – namely identifying strengths and weaknesses within the Roma community and its neighborhood in the field of employability and point out potential risks that may occur in the process.

<b>Timeline</b>	<b>Date</b>
1. Contract signing	<b>December 09th, 2021</b>
2. End date of submitting the Analysis	<b>December 31st, 2021</b>

## **7. METHODS FOR IMPLEMENTATION OF THE ACTION.**

The key methodological approach of the project is combination of cross cutting approach, by comparing official data with data obtained from NGOs, research and/or projects implemented as well as persons involved in projects.

Upon initiating start of the implementation of the Phase 3 it is necessary to process collected data which will serve to make recommendations for future actions. In is essential to have official data compared to those collected from field work to effectively respond to challenges stated in the project overall objective.

Overall objective of this research is to provide up-to-date analysis which will evaluate the existing framework and institutional environment: To this end, the measures of all relevant institutions will be reviewed and potential for improvement will be identified.

Targeted entities are as follows: Local self-government, National Employment Service – Pozarevac Branch, Social Service Institution, Regional Commerce Chamber, Local NGOs, and/or local community representatives.

The chosen service provider will be expected to closely cooperate with relevant project team staff.

The study will be conducted by an external expert or consulting agency with several years of experience in the sector. Relevant experience is considered as an advantage.

## **8. GEOGRAPHICAL AREA TO BE COVERED**

Branicevo district, City of Pozarevac

## 9. TARGET GROUPS

Legal entities – private, public and non-governmental sector, Roma community, individuals

## 10. LOCATION

City of Pozarevac

## 11. START DATE & PERIOD OF IMPLEMENTATION

The intended start date is **09. December 2021.**

## 12. GENERAL PROVISIONS

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriatediscretion.

## 13. DELIVERIES AND PAYMENTS

The Contracting Authority will pay to the Contractor the services after successfully delivered Analysis, approved by the Contracting Authority.

No.	Deliverables	Deadline
1.	Submitting Initial Analysis Report	<i>31<sup>st</sup> December 2021.</i>

## 14. DURATION OF THE CONTRACT

The duration of the contract is **from 09.12.2021. to 31.12.2021.** **Please be informed that duration of the Contract could be revised based on the Project contract with donor.**

## 15. DEADLINE FOR RECEIPT OF TENDERS

The deadline for submission of tenders is **08.12.2021, at 12:00 hours.** Any tender received after this deadline will be automatically rejected.

The tenderers will submit their tenders using the:

- **Financial offer**  
and
- **CV of entity and/or proposed expert**

**Note:** The tenders will be submitted via mail: [urbo.sodi@gmail.com](mailto:urbo.sodi@gmail.com) or submit it in person, by post or courier service to the following address: Zviška 13, Association of Roma Branicevo District (ARBD), 12000 Požarevac, containing the following information: *Reference number: TD 7 - SODI-PN: 2007RS110*