

TERMS OF REFERENCE (ToR)
Business Incubator Guide

1. REFERENCE

TD8- 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 15th September 2021 and ending on 31st 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** is an increasing number of them do not actively seek employment, which may leave them without structural support in terms of getting back into the labor 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 find 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:

Based on the experiences in the first and second phase of the business incubator and the findings of the present project, a guideline for the work of the business incubator shall be developed. Moreover, the experience from other relevant projects and policies shall be included.

The guide presents the idea and methodology of the model using best practice example. Its main components and procedures (e.g. criteria, selection procedures of beneficiaries, cooperation with actors from business, policies and administration, local mechanisms for Roma inclusion and employment, etc.) shall be defined and described.

The Business Incubator Guide shall collect the existing framework, data and policies for employment and Roma inclusion to reach the following purposes:

1. The weaknesses revealed in the study will be analyzed and the processes optimized. In addition, procedures shall be defined, for example, for the criteria and method according to which the selection of beneficiaries takes place or according to which the vocational profiles for the trainings are offered.
2. The project team, experts, representatives of local authorities, beneficiaries from the previously implemented project and other relevant institutions and organizations in the employment sector shall be involved in the development of the procedures and criteria.
3. The Business Incubator system shall be based primarily on close collaboration with Roma Communities, moreover, needs and challenges to be identified directly at the community and individual level, and intervention best practice to be adapted to individual needs.
4. The system should be completed by a monitoring system that will allow the measurement of Results and the continuous optimization of the model.
5. Using concrete examples, to shows the success and impact of the model or mechanisms relevant for mediation, inclusion and support to employment and employability of Roma.
6. 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.
7. The structural sustainability and hoped-for expansion of the successful project approach will be pursued through the following measures: The business incubator model will be further optimized and consolidated.
8. To this end, a weakness analysis will be carried out, the system will be improved based on the results of the analysis, the experiences will be written down in the form of a guide, and the model will be presented

During the Project implementation, the guide will be presented to all relevant institutions, organizations, the respective line ministries and international organizations as part of advocacy measures at the national level. This is intended to ensure the continuity of the model in the future, to increase its reach if necessary, and to aim for its adoption as a successful model in government programs. The SIPRU team (Social Inclusion and Poverty Reduction Unit), the Association of Coordinators for the Roma inclusion

and the relevant ministries have already shown interest.

Timeline	Date
1. Contract signing	December 17th, 2021
2. End date of submitting the Guide	January 31st, 2022

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.

The detailed methodology for implementation of the action could be included in the Offer and will be 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 **17th 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 Business Incubator Guide	31st January 2022.

14. DURATION OF THE CONTRACT

The duration of the contract is **from 17.12.2021. to 31.01.2022. 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 **16.12.2021, at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

The tenderers will submit their tenders using the:

- **Financial offer (required)**
and
- **CV of entity and/or proposed expert (required)**
- **Methodology for implementation (optional)**

Note: The tenders will be submitted via mail: 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 8- SODI-PN: 2007RS110*

Business incubator Požarevac (BIP)