

Tender Dossier

TENDER

**RESEARCHER IN THE PROJECT: ROMA AND COVID-19: BUILD
BACK BETTER THROUGH SUSTAINABLE WASTE
MANAGEMENT**

SUBJECT OF THE TENDER

Tender: Researcher within the project: Roma and COVID-19: Build Back Better through sustainable waste management

TIMETABLE AND PARTICIPATION

Contracting Authority	REDI - Roma Entrepreneurship Development Initiative
Publication of the Tender	26 January 2022
Deadline for submission of proposals	4 February 2022
Number of posts:	Total 1 consultancy contract, for North Macedonia
Eligible	Individual consultants, teams of consultants, legal entities providing consultancy services, consortia

Roma Entrepreneurship Development Initiative (REDI), in partnership with **Umwelt Dachverband** are looking to hire a dedicated **Expert – Researcher** in the frame of the project **“Roma and COVID-19: Build Back Better through sustainable waste management”** that is implemented starting with 1 September 2021 in North Macedonia, **funded by the Federal Ministry of Republic of Austria Social Affairs, Health, Care and Consumer.**

I. DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The Expert/Consultant will be responsible for conducting a study on the needs of the waste collectors in North Macedonia and preparing a strategy paper with specific policy recommendations to the Government of North Macedonia to improve waste management policies and legislation related to the activity of informal Roma waste collectors and other vulnerable groups.

The purpose of the study is to define the activities and type of support needed for Roma waste collectors. The study results will serve as advocacy tools to advocate for policy programs and measures targeting Roma waste collectors.

The policy study will be written in Macedonian and English languages.

The Consultant’s tasks and deliverables will be expected to include:

Tasks:

1. Developing methodology of the research.
2. Developing the questionnaire for needs assessment of the waste collectors.
3. Preparing, organizing, and delivering the mapping process of the waste collectors and data collection.
The mapping will take place in 17 cities (Skopje, Kumanovo, Veles, Shtip, Kocani, Kavadarci, Negotino, Strumica, Gevgelija, Delcevo, Berovo, Bitola, Prilep, Kicevo, Gostivar, Debar, Tetovo).
4. Data analysis - the collected data will be analyzed based on the results of the mapping and needs assessment process.
5. Database development including the needs, challenges, and perspectives as well as the identified number of informal waste collectors.
6. Study finalization and publication.
7. Presentation of policy paper during the conference with stakeholders.
8. Coordination/ feedback loops with the project management team.
9. Preparing the documentation required and reporting.

Deliverables

During the assignment, the Consultant (s) will be expected to produce the following deliverables:

1. Methodology for the research, by 21 February 2022.
2. Questionnaire for assessment of the needs of the informal waste collectors, by 28 February 2022.
3. Database with needs and number of informal waste collectors, by 31 May 2022.
4. Data analysis, by 20 June 2022.
5. Policy paper, by 15 July 2022.

It should be noted that all the deliverables are subject to approval by the project management team.

Lines of Communication and Reporting

The Consultant (s) will submit all reports in English language to the project management team for review and approval of deliverables. The Consultant (s) will work closely with the project management team, which shall provide guidance to efficiently conduct the work and approve deliverables. The project management 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 deadline for submission of applications is 4 February 2022.

The project management team will conclude one consultancy contract for the implementation of the Research.

The contract will be concluded from 14 February 2022 until 30 of July 2022.

II. PROFILE AND COMPETENCIES

Requirements:	• A bachelor's degree in humanities studies. • Proven experience in a research field of at least 5 years. • Sound understanding of research methodologies. • Practical experience in database management. • Proficient in Microsoft Office. • Excellent verbal, written, and interpersonal skills. • Excellent time management, presentation and organizational skills.
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Language requirements:	Proficiency in Macedonian and English languages. Knowledge of other languages is an advantage.
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Core Values

- Demonstrates integrity and fairness by modeling REDI 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;
- Teamwork: 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, the 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 recognized in the deliverables, and the support of the Consultant (s) may also be recognized.

IV. APPLICATION RULES

The application needs to contain the following:

- Technical Offer;
- Financial Offer.

1. Technical offer:

1.1. For individual consultants:

- CV outlining relevant knowledge and experience as described under Profile and Competencies;
- Methodology outlining the proposed actions, sources of information to be used, and tools to be employed by the Consultant;
- Reference list including contact details (e-mail addresses) of 2 referees;
- Submission Form (Annex I).
- Statement of availability (Annex III);

1.2. 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 consulting companies/legal entities). In case of a bidding consortium, a corresponding written authorization power of attorney is treated accordingly;
- Financial situation for 2020 (only in case of bidding of consulting companies);
- CV(s) of an expert(s), outlining relevant knowledge and experience as described in terms of References, along with contact details (e-mail addresses) of referees;
- List of 2 references for relevant activities implemented over the past five years demonstrating relevant experience in the subject matter;
- Submission Form (Annex I);
- Statement of availability (Annex III).

2. Financial Offer, Annex II Budget

When preparing the financial offer, the applicant should take into account the following:

- All figures must be expressed in EUR;
- The proposed budget should include number of working days and daily fee rate for consulting services broken down by tasks;

Applications need to be submitted by 4 February 2022 to the following address
[**redimk@redi-ngo.eu**](mailto:redimk@redi-ngo.eu)

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 the 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 the 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 a maximum score	30

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, a competency-based interview will be held with the selected bidder.

Information on a selection of the most favorable bidder

REDI 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.

A 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 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 redimk@redi-ngo.eu

Appeals procedure

Bidders believing that they have been harmed by an error or irregularity during the award process may petition REDI directly. REDI will reply within 5 days of receipt of the complaint.

The appeal request may be sent to the e-mail address redimk@redi-ngo.eu

ANNEX I: SUBMISSION FORM

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 / person	

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.

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**

N o	Cost categories	Daily fee rate	Number of days	Total Cost
2	TOTAL COSTS			
3	VAT (if applicable):			
	GRAND TOTAL (2+3):			

The fee rates should be broadly consistent with the framework rates applicable in the region for these types of professional services.

ANNEX III: STATEMENT OF AVAILABILITY

By representing the Entity / bidder_____ we agree to participate in the above-mentioned tender procedure. We further declare that we are able and willing to work for the period(s) foreseen for the position for which our CVs have been included in the event that this tender is successful, namely:

[illegible]