

PUBLIC CALL FOR PROPOSALS FOR IMPLEMENTING PARTNER

“FIELD SURVEY OF THE ROMA SETTLEMENTS IN SERBIA”

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 Geographical Information System (GIS) 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.

The GIS will be able to map municipal data at a geographical level below that of a municipality – by settlement and lower-order postcode. The database will be able to operate at both municipal and national levels, allowing for national level search and tracking of key indicators by settlement.

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.

The Implementing Partner (IP) will undertake a survey and gathering of necessary data from around 600 Roma settlements throughout Serbia. The survey will include update of settlement boundaries, mapping of the buildings that are not shown on the orthophoto provided for the survey, state of roads and utilities, number of people living in each building and material used for construction of existing buildings.

2) Specific tasks of the implementing partner shall include:

- Review and agree with the GIS system designer on format in which data is to be delivered;
- Work with coordinators for Roma inclusion and representatives of Roma communities to arrange for the survey of the settlements;
- Prepare an action plan for the survey and employ temporary field crews if necessary to meet the survey deadlines;
- Survey Roma settlements in order to collect data on settlement boundaries, buildings shown on the orthophoto provided by the Ministry of Construction and Urbanism and newly erected buildings such as their location, number of people living in the buildings and construction material used for the buildings, overall state of the buildings, roads and utilities in the settlement;
- Provide to OSCE small sample of survey data as a test data set for GIS under development by the entity that will be selected.

3) Qualifications of the IP (mandatory requirement):

- At least 5 years of experience in the management and implementation of similar projects;
- At least 2 references for undertaking a nation-wide survey;
- Sufficient number of staff with adequate qualifications (minimum 2 employees with BSc degree in Architecture/Civil Engineering) and expertise to ensure unimpeded implementation of duties and tasks as foreseen by the project proposal;
- Capability to hire additional resources if necessary;
- Capability to provide survey data in digital form (Mapping of boundaries and new buildings in AutoCAD (*.dwg or *.dxf) format and details on buildings and utilities in table form compatible with MS Excel);
- Previous experience in performing Roma settlements surveys is an advantage.

4) The project proposals should provide:

- Precise definition of the methodology of the field survey of the Roma settlements;
- Description of activities contributing to the accomplishment of the field survey;
- Activities timeline;
- Envisaged results of the survey;
- CVs of the key staff for the implementation of the survey;
- 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: **FIELD SURVEY OF THE ROMA SETTLEMENTS IN SERBIA**
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:
FIELD SURVEY OF THE ROMA SETTLEMENTS IN SERBIA
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:
FIELD SURVEY OF THE ROMA SETTLEMENTS IN SERBIA
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)
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or emailed to laura.carpino@osce.org