

This project is funded by European Union Implemented by CARE

CARE International Balkans

#### *CALL FOR CONSULTANCY CONDUCTING THE BASELINE RESEARCH*

FOR THE PROJECT

**Active Roma Youth for Rights and Inclusion**

**Engagement period:**

**May 25 - June 20, 2017**

***Background***

**The overall goal/impact of the Project funded by the European Union through** European Instrument for Democracy and Human Rights Country Based Support Scheme 2013, is to contribute to the strengthening of civil society actors engaged in defending political, civil, economic, social and cultural human rights of the most vulnerable populations in Bosnia and Herzegovina. This wider impact is planned to be influenced through reaching the **specific objective/outcome of the Action**, that young Roma leaders/activists and their respective civil society organizations from the selected regions of Bosnia and Herzegovina actively participate in sustainable Roma inclusion processes at all levels. The Action will be implemented in the regions of 5 cities of Bosnia and Herzegovina, both in Federation BIH and Republic of Srpska: Donji Vakuf, Prnjavor, Tuzla, Bijeljina and Vitez/Travnik and capacitate young Roma and their organizations to best use their potentials in increasing Roma inclusion and participation in the society.

The Action, with the implementation period 01 Jan 2017 – 31 Dec 2018 (24 months), will achieve the following **expected results/practical outputs:**

Expected Result 1: Strengthened capacity of 40 young Roma leaders from Donji Vakuf, Prnjavor, Tuzla, Bijeljina and Vitez/Travnik in advocacy and lobbying for Roma inclusion and rights, through capacity building and mentoring of their work on concrete actions in Roma communities of their regions aimed at mobilizing (youth) community for increased Roma inclusion.

The aim is to increase the capacity among younger generation of Roma citizens, most of whom are inactive in processes of social change to get better acquainted with their civil rights and possibilities to become more included in civil society development. To increase general knowledge and skills of young Roma, the project will utilize the proven methodologies and techniques of capacity building of CARE and partner organisations Otaharin and Better Future.

Expected Result 2: Developed organizational capacity of 4 associate Roma CSOs through skills enhancement, coaching and capacity building and through sub granting of 4 micro projects targeting human rights and inclusion.

As a particular top-down initiative, the Action will aim at spreading/increasing the capacity of the Roma civil society sector in the target regions, in organizational management and concrete actions for mobilizing communities, through the engagement and training skills of both CARE and co-applicants Otaharin and Better Future.

Expected Result 3: Roma inclusion policies and plans on the national and local levels revised and their realization enhanced through aimed advocacy and facilitation.

Bosnia and Herzegovina has the main strategies and plans for Roma inclusion in place – National Strategy as well as Action Plans. However, the current documents are planned to be revised/updated on all state levels and the project will actively participate in these processes. The dynamics will depend upon the plans set by the Ministry of Human Rights and Minorities of BIH and other stakeholders included in the processes, as well as upon cooperation with local authorities at all levels.

**Description of the baseline research requirements:**

The objective of this consultancy is to conduct qualitative and quantitative analysis of the data necessary for the project implementation. A particular emphasis of the research will be given to the analysis of the position of Roma women, attitudes around gender norms they are facing and the level of their engagement in CSOs, advocacy and policy making. Thus, the Consultant is expected to provide the qualified analysis of the following:

**I STRATEGIES:**

Review of the existing policies, current action plans and strategies for Roma inclusion in BIH, its two entities (Federation and the Republic of Srpska) and all municipalities targeted within the project. Also, provide an overview of the current measures taken for the revision of the present legislature/strategic documents in regard to Roma inclusion and stakeholders in charge of the processes at all levels.

Out of all reviewed documents, particularly single out at least 5 most important strategies or policies on state and entity levels and at least one municipal strategic document in each of the targeted municipalities and provide concrete recommendations for their improvements.

**II PARTICIPATION:**

* What are participatory bodies/commissions or counseling bodies in which Roma representatives are participating or could participate;
* On examples of the Municipalities Tuzla, Kakanj, Visoko, Bijeljina, Donji Vakuf, Prnjavor, Zenica, Travnik, identify which are the existing participatory mechanisms/bodies that include Roma population;
* What are the processes of selection of the members in those bodies and how can they be improved?

**II YOUTH ACTIVISM:**

Detailed **ORGANISATIONAL CAPACITY ASSESSMENT** of the grass root CSOs from the project target territories, ggeneral status of activism amongst Roma youth activist- general overview, how many youth Roma organizations exist in the target area, what are main activities and level of engagement. The assessment of CSOs capacities is expected to be particularly detailed in the fields of importance for the project implementation: capacity for organisational management, representation of the target group (Roma communities) and community mobilisation.

**IV LOGFRAME INDICATORS INITIAL VALUES**

Set the initial values for all indicators of the Project Logical Framework, which is attached to this ToR as Appendix I. The values should be presented within the Logframe table, as per instructions which will be provided by CARE Project Manager.

**Methodology**

The Study will include gathering of qualitative and quantitative data through desk analysis and field data collection. The field data collection will be undertaken through interviews, group discussions and eventual polls.

**Consultant’s Outputs**

The selected Consultant (individuals or an organization/company) will be responsible for the design and implementation of the baseline research process and for providing first draft and final baseline report through the following phases:

* In consultation with CARE Project Manager, design of the detailed plans for consultation, documentation, desk reviews, interviews and group discussions with stakeholders and Roma representatives; Deadline 29 May, 2017
* Collection of data, through desk reviews and field data collection (interviews, group discussions and questionnaires). It is expected that the Consultant will undertake data collection through Internet, e-mail, fax or phone communication, as well as field data collection in the target areas.
* Draft baseline document for review by CARE; Deadline 15 June, 2017.
* Final baseline report submitted to CARE for the final review. Deadline.20 June 2017.

The report should consist of 2 pages executive summary, 15 pages report, 2-5 pages recommendations, literature and appendices. The reports for CARE should be written in English. The Consultant will ensure excellent quality of the written language. The Consultant will hand over to CARE the entire original quantitative and qualitative data documentation collected for the purposes of this baseline, upon the final baseline report acceptance and prior to the payment. It is expected that the Consultant will include in analysis the data on all actors from Bosnia and Herzegovina included in implementation of the National Action Plans for Roma Inclusion.

**Additional requirement:**

* Prepare necessary documentation for payment in English, according to the instructions which will be provided by CARE.

**CARE’s Outputs**

* Provide to the Consultant the documentation relevant for the consultancy – initial and upon Consultant’s request
* Agree on the work plan with the Consultant
* Coordinate with the Consultant throughout the consultancy period
* Monitor the consultancy progress
* Revision of the draft and final consultancy report
* Provide instructions for the necessary admin/finance documentation and undertake the payment upon the successful job completion.

**Schedule**

The Consultants will be engaged in the period 25th May to 20th June 2017 for the maximum of 21 working days. The value of the contract will be determined by the accepted bid. Payment for the work will be made upon the work completion and the final product delivered and accepted by CARE with all the necessary documentation as per CARE’s administrative procedures.

**Management and Organization**

The Consultant will report directly to Ševko Bajić, CARE Project Manager.

**Required qualifications of the Consultant**

The Consultant should fulfill the following criteria:

* University degree in social sciences or similar relevant field.
* Extensive experience in working with civil society organizations and Roma NGO sector in BIH;
* Previous experience and knowledge on mechanisms for the implementation of the National Action plans for Roma inclusion (stakeholders, responsibilities, working bodies with required participation of the Roma representatives);
* Good relations and experience in working with representatives of local governments at all levels;
* Good relations and experience in working with representatives of the Roma NGOs ;
* Extensive experience and qualifications in research and analysis;
* Excellent knowledge of English and Local languages, both oral and written.

**Additional requirements (desired):**

* Have experience from previous involvement in the similar projects ;
* Prior experience in international donor funded projects, preferably EC;

**There is no standard format for the submission of the consultancy proposal.**

**The consultant's proposal should consist of the following:**

1. Consultant's CV with detailed information concerning past experience in the field of consultation, research and evaluation as well as the list of references on the conducted consultations. *Consultant's CV should be attached as an Appendix.*
2. The proposal should be clear and concise with goals and objectives for the task as well as described the proposed working methodology.
3. *Consultant's Budget.* Global price budget that includes all expenses should be proposed.
4. Consultant’s availability and commitment to schedule statement.
5. Contact and identification details (for individuals/organization/company)

**APPLICATION DEADLINE: 25 May 2017, CONTRACT AWARD NOTICE: 25. May, 2017**

**THE APPLICATION SHOULD BE SUBMITTED IN ENGLISH!**

Interested candidates (organizations, consultancy companies or freelance consultants) are invited to apply and should submit their applications before the given deadline to the following address:

CARE International in the Balkans,

Hasana Kaimije 11, 71 000 Sarajevo

(Consultancy Application for the Active Participation for Roma Inclusion project)

Or via e-mail:shalkic@carenwb.org

Subject: Consultancy Application for the Active Participation for Roma Inclusion project

CARE retains the right not to select any of the candidates for the consultancy upon this call, should all applications fail to meet the necessary requirements.

For any additional information on the application process and consultancy, please contact Ševko Bajić, Project Manager phone: +387 33 536 790 e-mail: [sbajic@carenwb.org](mailto:sbajic@carenwb.org).