

**TENDER DOCUMENTATION/TENDERSKA DOKUMENTACIJA**  
**Service Contract / *Ugovor o uslugama***

**PART A: Information for tenderers / DEO A: *Infomacije za ponuđače***

## CONTRACT NOTICE / *OBAVEŠTENJE O UGOVORU*

### SERVICE CONTRACT NOTICE / *OBAVEŠTENJE O UGOVORU O USLUGAMA*

**Final evaluation of the project “Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma<sup>1</sup> in VET”/ *Finalna evaluacija projekta “Obrazovanje, zapošljavanje, partnerstvo i rodna ravnopravnost: formula za uspeh u strukovnom obrazovanju Roma”.***

Serbia / Srbija

**1. Reference / *Referentni broj nabavke (objave)***

2023/0051

**2. Procedure / *Procedura***

Regular

**3. Programme / project title / *Ime programa / projekta***

“Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma in VET”/ “*Obrazovanje, zapošljavanje, partnerstvo i rodna ravnopravnost: formula za uspeh u strukovnom obrazovanju Roma*”.

**4. Contracting Authority / *Naručilac posla***

Roma Education Foundation / *Fondacija za obrazovanje Roma*

Majke Jevrosime 51 Beograd 11000, Republic of Serbia

---

## CONTRACT SPECIFICATION

**5. Nature of contract / *Vrsta ugovora***

Global price / *Ukupna cena*

**6. Contract description / *Opis ugovora***

The Consultant should provide final evaluation of the project “Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma in VET”, which will provide REF and ADA insight into overall project results, successes and lessons learned, throughout the entire project period, in order to provide specific recommendations for planning of the second project phase (continuation). The evaluation will provide REF and ADA with information on the performance of the project, specifically relevance and effectiveness of the project interventions

---

<sup>1</sup> As it is most commonly used in European policy documents and discussions, the term “Roma” refers to a variety of groups who describe themselves not only as Roma but also as Gypsies, Travellers, Manouches, Ashkali, Sinti and other titles. This document will use this term as a convenient shorthand while recognizing the rich diversity of the people and cultures that it includes.

formulated through activities and results. The evaluation is intended to serve as learning and planning tool for project implementers and funders and should refer to relevance and effectiveness of all project components in the project period.

**7. Number and titles of lots / Broj i naziv partije**

One lot only / Jedna partija

**8. Maximum budget** (including all taxes and charges, e.g., VAT, customs etc.) / *Maksimalan budžet (uključujući sve takse i poreze, PDV, carine itd..)*

EUR 25,000.00

---

## CONDITIONS OF PARTICIPATION

**9. Eligibility / Kvalifikovanost za učešće na tenderu**

Participation is open to all entities and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) registered in the Serbian Business Registers Agency. / *U okviru procedure nabavki mogu učestvovati sva pravna lica (pojedinačno ili u grupi – konzorcijumu kandidata/ponuđača) registrovana u agenciji za privredne registre (APR).*

**10. Grounds for exclusion / Osnove za isključenje ponuđača iz učešća na tenderu**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / *Ponuđači su u obavezi da u ponudi dostave potpisanu izjavu, priloženu u obrascu ponude, da se ne nalaze ni u jednoj od situacija za isključenje ponuđača iz procedure nabavke navedenih u Zakonu o javnim nabavkama (Sl. glasnik RS br. 91/19).*

**11. Sub-contracting / Podugovaranje**

Subcontracting is allowed. / *Podugovaranje je dozvoljeno.*

---

## PROVISIONAL TIMETABLE / OKVIRNI ROKOVI

**12. Provisional commencement date of the contract / Okvirni datum početka ugovora**

June 27, 2023

**13. Implementation period of the tasks / Period za realizaciju ugovora**

June 27-September 27, 2023

---

## SELECTION AND AWARD CRITERIA / KRITERIJUMI ZA IZBOR I DODELU UGOVORA

## 14. Selection criteria

The following selection criteria will be applied to the tenderers. / *Sledeći kriterijumi izbora će se primenjivati za ponuđače.*

### **1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). / ***Ekonomska i finansijska sposobnost ponuđača*** (tačka 3. obrasca ponude).

The reference period which will be taken into account will be the last three years for which accounts have been closed. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine za koje su računi zatvoreni.*

- the average annual turnover of the tenderer in the last three years must be equal to or exceed the annualised EUR 25.000,00/ *prosečan godišnji promet u poslednje tri godine ponuđača mora biti veći ili jednak iznosu od 25.000,00 EUR*

### **2) Professional capacity of the tenderer** (based on items 4 of the tender form). / ***Profesionalna sposobnost ponuđača*** (tačka 4. Obrasca ponude):

The reference period which will be taken into account will be the last three years from submission deadline. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine do roka za predaju ponuda.*

- at least 1 staff work/engaged for the tenderer in fields related to this contract / *najmanje 1 člana osoblja koji radi/angazovan za ponuđača po bilo kom osnovu u oblastima relevantnim za ovaj ugovor ;*

### **3) Technical capacity of candidate** (based on item 5 of the tender form). / ***Tehnička sposobnost ponuđača*** (tačka 5. Obrasca ponude). The reference period which will be taken into account will be the last three years from submission deadline. / *Referentni period koji će se uzeti u obzir biće poslednje tri godine do roka za predaju ponuda.*

- the tenderer or proposed Key expert 1: Lead Evaluator has provided services under at least two contracts in the field of evaluation and monitoring of programmes/projects which was implemented at any moment during the following period: *last three years from the deadline for tender offer submission, from 21.06.2020. until 21.06.2023. Ponuđač ili Vodeći stručnjak 1: Vodeći evaluator je pružio usluge u okviru najmanje tri ugovora u oblasti evaluacije programa/projekata koje realizuje ili su je realizovao u bilo kom trenutku tokom navedenog perioda: 3 godine unazad od roka za predaju ponuda, od 21.06.2020. do 21.06.2023.*

## 15. Award criteria / Kriterijum za dodelu ugovora

Best price-quality ratio (best value for money). / *Ekonomski najpovoljnija ponuda (najbolja vrednost za novac).* The best price-quality ratio is established by weighing technical quality against price on an 80%/20% basis (maximum 80% technical quality and 20% financial offer-price). / *Najbolji odnos cene i kvaliteta se utvrđuje odmeravanjem tehničkog kvaliteta u odnosu na cenu na bazi 80% za tehnički kvalitet/20% na finansijsku ponudu-cenu.*

---

# TENDERING

## 16. Deadline for receipt of tenders / Rok za prijem ponuda

The deadline for receipt of tenders is specified in point 2 of the Instruction to Tenderers. / Rok za prijem ponuda je naveden u tački 2. Uputstva za ponuđače.

## 17. How tenders may be submitted / Kako podneti ponudu

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8. of the Instructions to tenderers. / *Ponude se podnose na engleskom jeziku, naručiocu posla na način koji je opisan u tački 8. Uputstva za ponuđače*

Tenders submitted by any other means will not be considered. / *Ponude podnete na drugi način neće se uzimati u obzir.*

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means. / *Podnošenjem ponude, ponuđač se saglašava da prima obaveštenja o nabavci e-poštom.*

### **18. Alteration or withdrawal of tenders / *Izмене или повлаčenje ponuda***

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. / *Ponuđači mogu izmeniti ili povući njihovu ponudu uz pismeno obaveštenje, a pre roka za podnošenje ponuda. Ponuda se ne može izmeniti nakon isteka roka za podnošenje ponuda.*

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the Instructions to tenderers. / *Obaveštenja o izmeni ili povlačenju ponuda trebaju biti pripremljena i predata na način opisan u tački 9. Uputstva za ponuđače.*

### **19. Operational language / *Jezik nabavke***

The tender and all correspondence related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English. An unofficial translation into Serbian language is provided in the documents. In case of conflict, English language prevails. / *Nabavka i korespondencija vezana za ovu procedure moraju biti na jeziku procedure, a to je engleski jezik. U dokumentima je pružen nezvaničan prevod na srpski jezik. U slučaju razlike između dva jezika, ono što je napisano na engleskom jeziku se uzima kao ispravno.*

### **20. Additional information / *Dodatne informacije***

Financial data to be provided by the candidate in the standard application form must be expressed in EUR (including all taxes and charges, e.g., VAT, customs etc.). / *Finansijska ponuda ponuđača mora biti na formatu iz obrasca finansijske ponude i mora biti izražena u EUR (uključujući sve takse i poreze, PDV, carine itd.).*

## INSTRUCTIONS TO TENDERERS / UPUTSTVO ZA PONUDAČE

### 1. Services to be provided/ Usluge koje se pružaju

The services required by the contracting authority are described in the terms of reference. They are set out in Annex II to the draft contract of this tender dossier. / Usluge koje zahteva Naručilac posla opisane su u delu Opis poslova. On se nalazi u Prilogu II. nacrta ugovora, koji je sastavni deo dokumentacije ove nabavke.

### 2. Timetable / Vremenski raspored

	DATE / DATUM	TIME*/ VREME*
<b>Deadline for requesting clarification from the Contracting Authority / Rok za traženje pojašnjenja od Naručioca posla</b>	13.06.2023.	15:00
<b>Last date for Contracting Authority to issue clarifications / Poslednji datum na koji Naručilac posla izdaje pojašnjenja</b>	16.06.2023.	-
<b>Deadline for submission tenders / Rok za podnošenje ponuda</b>	21.06.2023.	15:00
<b>Interviews (if any) / Razgovori (ako su predviđeni)</b>	[Not applicable Nije primenjivo]	-
<b>Completion date for evaluation of technical offers / Datum završetka ocenjivanja tehničkih ponuda<sup>□</sup></b>	23.06.2023.	-
<b>Notification of award / Obaveštenje o dodeli ugovora<sup>□</sup></b>	23.06.2023.	-
<b>Contract signature / Potpisivanje ugovora<sup>□</sup></b>	26.06.2023.	-
<b>Start date / Datum početka<sup>□</sup></b>	27.06.2023.	-

<sup>□</sup> Provisional date / Okvirni datum

### 3. Participation, experts and subcontracting

- a) Participation in this tender procedure is open only to legal entities. For the eligibility, please see point 9 of the contract notice. / Učešće u ovoj procedure je otvoreno za sva pravna lica. Kvalifikovanost ponuđača za učešće u postupku nabavke pogledajte u tački 9 Obaveštenja o ugovoru.
- b) Legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / Na tenderu mogu učestvovati sva pravna lica i može im biti dodeljen ugovor ukoliko nisu u nekoj od situacija za isključenje ponuđača iz postupka nabavke u skladu sa Zakonom o javnim nabavkama (Službeni glasnik Republika Srbija broj 91/19).

- c) Subcontracting is allowed but the contractor will remain fully liable towards the contracting authority for performance of the contract as a whole. The tenderer and, where applicable, entities on whose capacities it relies with regard to criteria relating to the economic and financial capacity shall be jointly liable for the performance of the contract. If the tenderer intends to subcontract one or more parts of the contracted services, this must be clearly stated in the implementation and methodology approach in the tender submission form. / *Podugovaranje je dozvoljeno, ali ugovarač će ostati u potpunosti odgovoran prema naručiocu posla za izvršenje ugovora u celini. Ponuđač i, po potrebi, subjekti na čije se kapacitete oslanja u pogledu kriterijuma za izbor ponuđača koji se odnose na ekonomsku i finansijsku sposobnost, solidarno su odgovorni za izvršenje ugovora. Ako ponuđač namerava da podugovara jedan ili više delova ugovorenih usluga, to mora biti jasno navedeno u sprovođenju i metodološkom pristupu iz obrasca za podnošenje ponude.*
- d) All subcontractors and capacity providing entities must be eligible for the contract. If the identity of the intended subcontractor is already known at the time of submitting the tender, the tenderer must furnish a statement guaranteeing the eligibility of the subcontractor. If any subcontractor/capacity-providing entity identified in this way does not meet the eligibility criteria, the tender shall be rejected. / *Svi podugovarači usluga moraju zadovoljavati sve uslove ugovora. Ukoliko je identitet planiranoga podugovarača poznat u trenutku podnošenja ponude, ponuđač mora sastaviti izjavu kojom jamči da podugovarač zadovoljava sve uslove ugovora. Ukoliko podugovarač koji je utvrđen na ovaj način ne zadovoljava uslove ugovora, ponuda će biti odbijena.*
- e) Subcontractors and capacity providing entities cannot be in any of the exclusion situations listed in the Law on Public Procurement (Official gazette of the Republic of Serbia No 91/19). / *Podugovarači i nosioci kapaciteta ne smeju biti ni u jednoj od situacija za isključenje ponuđača iz postupka nabavke u skladu sa Zakonom o javnim Nabavkama (Službeni glasnik Republika Srbija broj 91/19).*

#### 4. Content of tenders /Sadržaj ponude

The tender must include a technical offer and a financial offer, which must be submitted in separate envelopes (see clause 8). Each technical offer and financial offer must contain one original, clearly marked “**Original**”, and one copy, each marked “**Copy**”. / *Ponuda mora uključiti tehničku ponudu i finansijsku ponudu, koje se pakuju u odvojenim kovertama (pogledajte tačku 8), Svaka tehnička ponuda i finansijska ponuda treba da sadrži jedan original, jasno obeležen kao “Original”, i jednu kopiju, sa oznakom „Kopija“.*

The electronic version of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted. The electronic version of the financial offer must be included with the printed version in the separate envelope in which the financial offer is submitted. If there are any discrepancies between the electronic version and the original, printed version, the latter has precedence. / *Elektronska verzija tehničke ponude mora biti priložena uz štampanu verziju u posebnoj kovrti u kojoj se dostavlja tehnička ponuda. Elektronska verzija finansijske ponude mora biti priložena uz štampanu verziju u posebnoj kovrti u kojoj se dostavlja finansijska ponuda. Ako postoje neslaganja između elektronske verzije i originalne, štampane verzije, ova druga ima prednost.*

Failure to fulfil these requirements will constitute an irregularity and may result in rejection of the tender. / *Neispunjavanje ovih uslova smatraće se nepravilnošću i može dovesti do odbijanja ponude.*

##### 4.1. Technical offer / Tehnička ponuda

The technical offer must include the following documents: / *Tehnička ponuda uključuju sledeća dokumenta:*

- (1) **Tender submission form** including: / *Obrazac za podnošenje ponuda koji uključuje:*
- a) Signed statements of exclusivity and availability (using the template included with the tender submission form), one for each key expert, the purpose of which are as follows: / *Potpisane*

*izjave o ekskluzivnosti i raspoloživosti (prema predlogu u obrascu za podnošenje ponude), po jednu izjavu za svakoga ključnoga stručnjaka, i to u sledeće svrhe:*

- ❑ The key experts proposed in this tender must not be part of any other tender submitted for this tender procedure. They must therefore commit themselves exclusively to the tenderer. / *Ključni stručnjaci predloženi u ovoj ponudi ne smeju učestvovati u drugoj ponudi koja se podnosi za ovaj postupak nabavke. Oni se stoga moraju angažovati isključivo za ponuđača.*
- ❑ Each key expert must also undertake to be available, able and willing to work for the whole period scheduled for his/her input to implement the tasks set out in the terms of reference and/or in the organisation and methodology. / *Svi ključni stručnjaci se moraju obvezati na dostupnost, sposobnost i spremnost za rad u vremensko razdoblju predviđenom za sprovođenje zadataka navedenih u Opisu poslova i/ili sprovođenju i metodološkom pristupu.*

Note that staff as non-key experts must not be asked to sign statements of exclusivity and availability. / *Obratite pažnju na to da se od stručnjaka koji nisu ključni ne sme tražiti potpisivanje izjave o ekskluzivnosti i raspoloživosti.*]

- b) A signed **declaration** using the format attached to the tender submission form from each legal entity identified in the tender submission form and from each sub-contractor and/or capacity providing entity, using the format attached to the tender submission form. / *Potpisana izjava svih pravnih subjekata navedenih u obrascu za podnošenje ponude u formatu koji je sastavni deo obrasca za podnošenje ponude;*
  - c) Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so. / *Propisno ovlašćen potpis: službeni dokument (statuti, punomoć, izjava notara itd.) koji dokazuje da je osoba koja potpisuje u ime pravnog subjekta/kod zajedničke ponude/konzorcijuma za to propisno ovlašćena.*
  - d) Copy of the registration and VAT registration / *Kopija PIB rešenja*
- (2) **Implementation and methodology approach** to be drawn up by the tenderer using the format in Part B should be submitted in maximum length of 15 pages. / **Sprovođenje i metodološki pristup** treba popuniti u formatu koji se nalazi u delu B tenderskog dosijea, na maksimum 15 strana.
- (3) **Key experts** (to become Annex IV to the contract). The key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. / **Ključni stručnjaci** (Aneks IV. ugovora). *Ključni stručnjaci su oni stručnjaci čiji se angažman smatra značajnim za ostvarenje ciljeva ugovora.*
- (4)
- a) the CVs of each of the key experts. Each CV should be no longer than 3 pages and only one CV must be provided for each position identified in the terms of reference. Only the work experience mentioned in the CV will be considered by the evaluation committee. Note that the CVs of non-key experts must not be submitted. / *Biografije svih ključnih stručnjaka. Biografije ne smeju biti duže od 3 stranice, a za svaku poziciju naveden u Opisu poslova treba predati jednu biografiju. Ukoliko je biografija duža od tri stranice, samo prve tri uzimaće se u obzir. Biografije stručnjaka koji nisu ključni nije potrebno predavati.*

The qualifications and experience of each key expert must clearly match the profiles indicated in the terms of reference. If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such case the entire tender shall be rejected. / *Kvalifikacije i iskustvo svih ključnih stručnjaka moraju jasno odgovarati profilima*



navedenima u Opisu poslova. Ako stručnjak ne ispunjava minimalne zahteve za svaki od kriterijuma ocenjivanja (npr., kvalifikacije i veštine, generalno profesionalno iskustvo i specifično profesionalno iskustvo), on/ona mora biti odbijen/a. U takvom primeru se poništava cela nabavka.

Tenderers must provide the following documents for any key experts proposed: / *Ponuđači moraju predati sledeća dokumenta za sve predložene ključne stručnjake:*

- a copy of the diplomas mentioned in their CVs, / *kopija diplome pomenute u biografiji*
- a copy of employer certificates or references or signed copies of consultancy or labour contracts or any other documents proving the professional experience indicated in their CVs. The admissibility of any other supporting documents to prove the work experience indicated in the CV will be subject to the discretion of the contracting authority. / *kopije potvrda poslodavca ili reference koje dokazuju njihovo stručno iskustvo navedeno u biografijama. Prihvatljivost dokumenata koji dokazuju radno iskustvo navedeno u biografije će zavisiti od odluke naručioca posla.*

Only diplomas and documented experience will be taken into account. Previous experience which would have led to breach of contract and termination shall not be used as reference. / *U obzir će se uzeti samo diplome i radno iskustvo sa dokazima. Prethodna iskustva koja su dovela do kršenja ugovora i njegovog prestanka se ne mogu upotrebljavati kao referenca.]*

- (4) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation by the evaluation committee. / *Stručnjaci koji nisu ključni takođe mogu biti bitni za postizanje ciljeva ugovora. Međutim, oni nisu predmet ocenjivanja od strane komisije za ocenjivanje ponuda.*
- (5) Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia), the sub-contractors and the capacity providing entities are effectively established, to show that they are not in any of the exclusion situation. This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then. / *Dokaze ili izjave zakonski propisane u državi u kojoj je pravni subjekt osnovan (ili svaki od pravnih subjekata u slučaju konzorcijuma) kao dokaz da se ponuđač ne nalazi ni u jednoj od situacija za isključenje u skladu sa Zakonom o javnim nabavkama RS.. Dokazi, dokumenti ili izjave moraju imati datum koji ne može biti stariji od jedne godine od datuma podnošenja ponude. Nadalje, treba sastaviti izjavu u kojoj se navodi da se stanje opisano u tim dokumentima od tada nije promenilo.*

If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), please provide a declaration explaining this situation. / *Ukoliko je priroda vašeg subjekta takva da se ne možete naći u jednoj ili više isključujućih situacija i/ili ne možete dostaviti gore navedene dokumente (npr. državne javne uprave i međunarodne organizacije), molimo da uz ponudu dostaviti i izjavu kojom objašnjavate vaš položaj.*

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above based on a risk assessment, or if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed. / *Naručilac posla može kandidata ili ponuđača osloboditi obaveze predaje gore navedenih dokaza (dokumenata) ako mu je takav dokaz već bio predat u svrhu drugog postupka nabavke i pod uslovom da dokumenti nisu predati pre više od godinu dana, te da su još uvek validni. U tom slučaju će kandidat ili ponuđač podneti izjavu da su dokazi već bili predati u prethodnom postupku nabavke i potvrditi da se njihova situacija nije promenila.*

- (6) Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity according to the selection criteria specified in point 14 of the contract notice. / *Dokumenta (dokazi) o finansijskoj i ekonomskoj sposobnosti i/ili tehničkoj i profesionalnom kapacitetu prema kriterijumima za izbor navedenim u tački 14 obaveštenja o ugovoru.*

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender and to their exclusion from tender procedures and contract. / *Podsećamo ponuđače da pružanje lažnih informacija u ovom postupku nabavke može dovesti do odbijanja ponude i do njihovog isključenja iz procedure nabavke i zaključenja ugovora.*

#### **4.2. Financial offer/Finansijska ponuda**

The financial offer must be set as global price and presented as a global amount in EUR (including all taxes and charges, e.g., VAT, customs etc.) / *Finansijska ponuda mora biti data u ukupnoj vrednosti u EUR (uključujući sve takse i poreze, PDV, carine itd.).*

#### **5. Variant solutions / Ponuda sa varijantama**

Tenderers are not authorised to tender for a variant in addition to this tender. / *Nije dozvoljeno podnošenje ponude sa varijantama.*

#### **6. Period during which tenders are binding / Period u kome su ponude obavezujuće**

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the contracting authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40. / *Ponude su obavezujuće za ponuđače u periodu od 90 dana nakon isteka roka za podnošenje ponuda. U izuzetnim slučajevima pre isteka ovog perioda, naručilac posla može zatražiti od ponuđača da produže period važnosti ponude za određen broj dana, ali ne više od 40 dana.*

The selected tenderer must maintain its tender for a further 60 days. / *Ponuda odabranog ponuđača mora biti validna još 60 dana.*

#### **7. Additional information before the deadline for submitting tenders / Dodatne informacije pre isteka roka za podnošenje ponude**

Any request for additional information must be made in writing specifying the publication reference and the contract title to the following E-mail: [office.serbia@romaeducationfund.org](mailto:office.serbia@romaeducationfund.org) 8 days before the deadline for submission of the tenders. / *Dodatna pojašnjenja se mogu tražiti samo u pisanom obliku, sa obaveznom navođenjem referentnog proja nabavke i naziva ugovora na sledeću mail E-mail: [office.serbia@romaeducationfund.org](mailto:office.serbia@romaeducationfund.org), najkasnije 8 dana pre roka za podnošenje ponuda.*

Contact name: Sibina Golubovic

E-mail: [office.serbia@romaeducationfund.org](mailto:office.serbia@romaeducationfund.org) SF

No information meeting or site visit is foreseen. / *Nije predviđen informativni sastanak*

#### **8. Submission of tenders / Podnošenje ponuda**

Tenders must be sent to the contracting authority before 21.06.2023 at 15:00, / *Ponude se moraju dostaviti Naručiocu posla pre 21.06.2023. do 15:00h*

They must include the requested documents in clause 4 above and be sent: / *Ponude moraju sadržati svu potrebnu dokumentaciju iz gore navedene tačke 4., i podnose se na sledeći način:*

**EITHER** by post or by courier service, to: / *Ili preporučenom pošiljkom ili kurirskom službom, za*

Roma Education Foundation

Majke Jevrosime 51

Beograd 11000

*/ Fondacija za obrazovanje Roma*

*Majke Jevrosime 51*

*Beograd 11000*

**OR** hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to: / *ili se lično uručuju naručiocu posla u prostorijama naručioca gde će dobiti potpisanu i datiranu potvrdu o prijemu ponude, na:*

Roma Education Foundation

Majke Jevrosime 51

Beograd 11000

*/ Fondacija za obrazovanje Roma*

*Majke Jevrosime 51*

*Beograd 11000*

09:00-17:00

Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '**Envelope A — Technical offer**' and the other '**Envelope B — Financial offer**'. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations). / *Ponuda se podnosi po sistemu duplih koverata, t.j. jedna spoljna koverta sadrži dve odvojene zapečaćene koverte obeležene na sledeći način; na prvoj koverti treba biti napisano 'Koverat A — Tehnička ponuda', a na drugoj 'Koverat B — Finansijska ponuda'. Svi delovi ponude osim finansijske se predaju u koverti A (t.j. obrazac za podnošenje ponude, izjavu o ekskluzivnosti i raspoloživosti i druge izjave).*

The outer envelope should provide the following information: / *Spoljni koverat treba da sadrži sledeće informacije:*

- a) the address for submitting tenders indicated above; / *gore naznačenu adresu za podnošenje ponuda;*
- b) the reference code of the tender procedure (i.e. 2023/0051 ); / *referentni broj nabavke (t.j. 2023/0051 );*
- c) the words / rečenice 'Not to be opened before the tender-opening session' and <Ne otvarati pre zvaničnog sastanka za otvaranje ponuda>;
- d) the name and address of the tenderer. / *naziv i adresa ponuđača koji podnosi ponudu*

## **9. Amending or withdrawing tenders / *Izmene ili povlačenje ponuda***

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline. *Ponuđači mogu izmeniti ili povući njihovu ponudu uz pismeno obaveštenje, a pre roka za podnošenje ponuda. Ponuda se ne može izmeniti nakon isteka roka za podnošenje ponuda.*

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with clause 8. The outer envelope (and the relevant inner envelope) must be marked 'Amendment' or 'Withdrawal' as appropriate. *Obaveštenja o izmeni ili povlačenju ponuda trebaju biti pripremljena i predana na način opisan u tački 8. Uputstva za ponuđače.*

## **10. Costs for preparing tenders / Troškovi pripreme ponude**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts. / *Ponuđač ne dobija refundaciju troškova za pripremu i podnošenje ponude. Sve pomenute troškove snosi ponuđač uključujući i troškove intervju sa predloženim stručnjacima.*

## **11. Ownership of tenders / Vlasništvo nad ponudom**

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them. / *Naručilac posla zadržava vlasništvo nad svim primljenim ponudama u okviru ovog postupka nabavka i u skladu sa tim ponuđači nemaju pravo na povrat svojih ponuda*

## **12. Evaluation of tenders / Ocenjivanje ponuda**

### **12.1. Evaluation of technical offers / Ocenjivanje tehničkih ponuda**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in Part C of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference. / *Kvalitet tehničkih ponuda ocenjuje se u skladu s kriterijima za dodelu ugovora i prema sistemu ponderisanja kako je navedeno u tablici za ocenjivanje u Delu A ove konkursne dokumentacije. Neće se koristiti nikakvi drugi kriterijumi za dodelu ugovora. Kriterijumi za dodelu ugovora primenjuju se u skladu sa uslovima navedenima u Opisu poslova.*

#### **12.1.1. Interviews / Razgovori**

No interviews are foreseen. / *Razgovori neće biti održani*

### **12.2. Evaluation of financial offers / Ocenjivanje finansijskih ponuda**

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract will not be accepted and will therefore not be further evaluated. / *Nakon završetka tehničkog ocenjivanja ponuda otvaraju se koverta sa finansijskim ponudama za ponude koje nisu isključene tokom tehničkog ocenjivanja (tj. one s prosečnim brojem bodova od 80 i više). U obzir se neće uzimati ponude koje prekorače maksimalan iznos budžeta koji je na raspolaganju za ovaj ugovor.*

### **12.3. Choice of selected tenderer / Odabir ponudjača**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis. *Najbolja protivrednost za novac utemeljena je na poređenju tehničkog kvaliteta i cene u odnosu 80/20.*

### **12.4. Confidentiality / Poverljivost**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held

in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the contracting authority, donors and its auditors. / *Postupak ocenjivanja je poverljiv, te podleže nacionalnom zakonodavstvu naručioca posla o pristupu dokumentaciji. Odluke Komisije za ocenjivanje ponuda su zajedničke, a donose se na sastanku zatvorenog tipa. Članovi Komisije za ocenjivanje ponuda imaju obavezu čuvanja tajnosti informacija iz postupka. Izveštaji o ocenjivanju i pisana evidencija samo su za službenu upotrebu i ne mogu se komunicirati ni ponuđačima ni drugim stranama osim Naručiocu posla, donatorima i njihovim revizorima.*

### **13. Signature of contract(s) / Potpisivanje ugovora**

#### **13.1. Notification of award / Obaveštenje o dodeli ugovora**

Tenderers will be notified of the outcome of this procurement procedure in writing. / *Ponuđači će biti obavestavani o ishodima ove nabavke pisanim putem.*

For global price contracts with key experts: / *Za ugovore na bazi ukupne cene sa biografijama:*

In case of unavailability the tenderer will be allowed to propose replacement key-expert(s). The successful tenderer shall give due justification for the exchange of key-expert but the acceptance will not be limited to specific cases. The replacement key-expert(s) cannot be an expert proposed by another tenderer in the same call for tender. / *U slučaju neraspoloživosti ponuđač će moći predložiti zamenu ključnog stručnjaka. Izabrani ponuđač mora dati odgovarajuće obrazloženje za zamenu ključnog stručnjaka, ali prihvatanje neće biti ograničeno na specifične slučajeve. Ključni stručnjak(ci) se ne može(gu) zameniti ključnim stručnjacima predloženim od strane drugog ponuđača u okviru istog postupka nabavke.*

#### **13.2. Signature of the contract(s) / Potpisivanje ugovora**

Within maximum of 10 days of receipt of the contract already signed by the contracting authority, the selected tenderer shall sign and date the contract and return it to the contracting authority. / *U roku od 30 dana od prijama ugovora koji je potpisao naručilac posla, odabrani ponuđač će potpisati i datirati ugovor, i nakon toga ga vratiti Naručiocu posla.*

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may award the tender to another tenderer or cancel the tender procedure. / *Ukoliko odabrani ponuđač ne zadovolji ovaj uslov, to će se smatrati osnovom za poništavanje odluke o dodeli ugovora. U tom slučaju Naručilac posla može dodeliti ugovor o nabavci drugom ponuđaču ili poništiti postupak nabavke.*

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained. / *Naručilac posla će u isto vreme obavestiti i ostale neuspešne ponuđača o posledicama svoje odluke, a to je da se validnost njihovih ponuda ne zadržava.*

### **14. Cancellation of the tender procedure / Obustavljanje postupka nabavke**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation. / *Naručilac posla će obavestiti ponuđače u slučaju obustavljanja postupka nabavke.*

Cancellation may occur, for example, where: / *Postupak nabavke se može obustaviti iz sledećih razloga:*

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all; / *ako je postupak nabavke bio neuspešan, t.j. ako poslate ponude nisu bile kvalitetne ili finansijski odgovarajuće ili ako nije primenjena nijedna validna ponuda;*

- there are fundamental changes to the economic or technical data of the project; / *ukoliko je došlo do ključnih promena u ekonomskim ili tehničkim podacima projekta;*
- exceptional circumstances or force majeure render normal performance of the contract impossible; / *u izuzetnim okolnostima ili okolnostima više sile gde je onemogućeno normalno izvršenje ugovora;*
- all technically acceptable tenders exceed the financial resources available; / *ako tehnički zadovoljavajuće ponude prevazilaze raspoloživa finansijska sredstva;*
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition; / *ukoliko je došlo do ozbiljnog kršenja obaveza, nepravilnosti ili prevara u postupku, posebno ako su onemogućavale lojalnu konkurenciju;*
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market). / *ukoliko dodela ugovora nije u skladu sa dobrim finansijskim upravljanjem, odnosno ne poštuje principe ekonomičnosti, efikasnosti i efektivnosti (npr. cena koju je predložio ponuđač kome će se dodeliti ugovor je objektivno nesrazmerna u odnosu na tržišnu cenu).*

## **15. Appeals / Žalbe**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint within 5 days. Any complaint must be prepared and submitted in accordance with clause 8. The outer envelope (and the relevant inner envelope) must be marked 'Complaint' / *Ponuđači koji smatraju da su bili oštećeni zbog greške ili nepravilnosti tokom procesa za dodelu ugovora mogu podneti žalbu u roku od 5 dana. Žalbe moraju biti pripremljeniei dostavljeni u skladu sa tačkom 8.*

## **17. Data Protection / Zaštita podataka**

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority. / *Obrada ličnih podataka u vezi sa ovim postupkom nabavke od strane naručioca posla odvija se u skladu sa nacionalnim zakonodavstvom države naručioca posla.*

## TERMS OF REFERENCE / *OPIS POSLOVA*

### 1. BACKGROUND INFORMATION / *OPŠTI OKVIR*

#### 1.1 Contracting Authority / *Naručilac posla*

Roma Education Foundation / Fondacija za obrazovanje Roma

#### 1.2 Background / *Okvir*

The Roma Education Fund's (REF) mission and goal is to close the gap in educational outcomes between Roma and non-Roma. To achieve this goal, the organization supports policies and programs which ensure access to quality education for Roma through scholarships, grant making, research and advocacy activities. The objectives of REF include:

- Expanding Romani children's access to quality early childhood education and care;
- Improving primary education outcomes for Romani children aged six to fourteen;
- Boosting academic performance and graduation rates from secondary education for Romani pupils;
- Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students;
- Expanding employment opportunities for young Romani adults.

REF in the frame of its mission is implementing the project "Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma in VET", funded by the Austrian Development Agency (ADA). The project is implemented in Albania - Tirana, Korca, Fier, Elbasan, Gjirokaster, Durres, Berat; and in Kosovo - Prizren, Gjakova, Gracanica, Ferizaj, Fush Kosova, Prishtina, and Peja. Roma Education Fund Serbia is implementing respective project, as Lead partner, in cooperation with following local project partners: Roma Versitas Albania and Roma Versitas Kosovo, from May 1, 2020, until September 30, 2023.

#### Albania

Despite the growth achieved in the past years, Albania faces a number of challenges. Education system outcomes remain well below EU average and are inadequately tuned to private sector needs. Only 11% of all youth between 15 and 19 years are attending vocational schools. Government's education policy does not systematically take into account private sector needs, which results in young graduates often not meeting private sector expectations. Active labour market policies show some improvements since 2018, but remain underfunded, limited in scope and unavailable in rural areas, covering only 5.5% of the unemployed (2017). Employment Promotion Programmes (EPP) are not tailor-made enough to provide an adequate support to vulnerable jobseekers to transit into higher productivity jobs. Young people (15-29) face a challenging labour market transition, with almost 30% of them not being in employment, education or training (NEET).

The new VET Law was adopted in February 2017, but the related implementing legislation has yet to be adopted. With the adoption of the National Strategy for Employment and Skills 2014 – 2020 (NESS), vocational training moved from the production sector to the service sector. The NESS Action Plan is currently being revised by the Ministry of Finance and Economy (MoFE), with particular attention to transition from VET to employment.

#### Roma in Albania

As noted in the EU Progress Report for 2018, overall VET enrolment rates remain very low, as only (8.1 percent of participants were from marginalized groups—Roma or Egyptian, victims of violence, orphans, returnees), as do the overall employment and labour force participation rates. The "Second chance" programme of school reintegration for adults enables Roma to finish compulsory education and continue further with vocational education and training. As an incentive measure of the National Employment Service, a number of vocational trainings can be provided to Roma and Egyptians free of

charge. However, due to the lack of career orientation activities, Roma community members place very few requests for those trainings. Several Roma and Egyptians have been supported in start-ups through various projects implemented by NGOs, though there is still a great need for substantial and continuous support.

There are no available gender and ethnicity disaggregated data since relevant institutions are not collecting them, especially when it comes to data on employability issues of marginalized groups.

### **Kosovo**

Since 2015 Kosovo achieved robust economic growth, however, labour market conditions remain difficult. The unemployment rate is 29.6 percent, with youth unemployment reaching 55.4 percent, indicating general misalignment between education outcomes and labour market needs. The employment rate of marginalized Roma in 2017 was only 13 percent versus 21 percent among non-Roma neighbors, resulting in a gap of eight percentage points. Employment rates of both Roma and non-Roma women were extremely low: four percent and six percent, respectively. In 2017, the labour force participation of Roma women was only ten percent, versus 41 percent among their male counterparts<sup>2</sup>.

The quality of education needs to be improved considerably on all educational levels. VET schemes are inadequate, not aligned with the labour market demands, and the links between the VET education and the labour market are weak. At least 30 percent of vocational schools specialize in trades for which there is little demand, and new vocational profiles need to be developed in order to match the labour market and the private sector. The system is lacking a comprehensive database, which would include strategic plans, financing and budget allocation patterns, data on labour market needs and outcomes of stakeholders' engagement in VET on the VET system and VET policy. VET and education goals and priorities exceed available finance.

### **Roma in Kosovo**

Kosovo has adequate institutional and legal framework for Roma integration in place, but the implementation of measures remains weak. The lack of indicators in the Government's annual reports and improper mechanisms for monitoring and evaluation of implementation of measures indicate that none of the planned Roma-targeted measures in the Action Plan were implemented.

Roma access to employment services and VET provided by the Ministry of Economy, Trade, Industry Entrepreneurship and Employment and other organizations is limited due to a lack of information. Child labor and child marriage, affecting girls particular, are still present. In addition, there are still many Roma affected by inability to obtain civil documentation, what significantly decreases their chances for integration in all areas of social life, including education and employment.

Discrimination in education remains a reality. The Ministry of Education, Science, Technology and Innovation has increased the number of scholarships for Roma (and Ashkali and Egyptian) students from 500 to 600 in the current academic year and has allocated funds to the mainly donor-funded learning centres. On gender equality in education, Kosovo ranks among the lowest in the region. The existing mechanisms for reintegration into education and adult education are difficult to access for Roma that dropped out and those not able to provide certificates for education attended.

Both project countries have in place legal and institutional framework for education, VET, adult education and employment as well as Roma inclusion strategies and plans which are supposed to bridge the gaps between the institutional framework and prescribed measures and incentives and Roma community members. Both countries have prescribed financial mechanisms for implementation of the policies and measures. The missing element is implementation and functioning of the mechanisms in practice as well as gaps between the policies and measures and financial means invested in their implementation. Therefore, many of the policies are not implemented as planned, or do not produce the desired result.

---

<sup>2</sup> Roma Regional Survey, WB UNDP, 2017



**The overall objective** of the project is to contribute to social inclusion and poverty reduction of Roma in Albania and Kosovo through support of vocational education and training, facilitation to labor market and empowering stakeholders to take measures to support transition of Roma to employment.

The project will contribute to the long-term objective by fulfilling the following project purposes:

Outcome 1 - **increased access to vocational education for Roma youth and young adults;**

Outcome 2 - **improved employability for Roma youth and young adults.**

The **activities** and **outputs** are clustered into four main areas, reflecting the **two specific outcomes**:

**1. Education** – increased access to vocational education for Roma youth and young adults, through **scholarships, mentoring and tutoring** and **improving access** to education and employment for Roma girls and women;

**2. Employability** – improved employability for Roma youth and young adults, through **job placements, professional development** and **partnerships** of civil society, public and private sector institutions for Roma workforce inclusion aimed at influencing policy changes.

The project is focused on strengthening professional skills of REF scholars and other beneficiaries – through vocational training, internships, professional skills development, cooperation and partnerships with employers. Wide range of vocational training (VET within the education institutions, such as high schools) and obtaining recognized certificates, as well as paid professional internships in the public or private sector, and additional education (conducted by accredited institutes, such as vocational courses), which include scholarship and mentoring support has been provided so far.

**Target groups/beneficiaries** are as follows:

Primary target groups - up to 400 Roma beneficiaries (50% female), up to 200 in Albania and up to 200 in Kosovo, who will receive VET-related scholarships, training or employment: 1-Young Roma (age 14-18) who have completed compulsory education and are already enrolled in a VET program; 2-Young Roma (age 14-18) who have completed compulsory education, willing to enroll in a VET program; 3-Young adults with incomplete secondary or vocational education (18-28) who would like to complete a VET program; 4-Young, unemployed adults (18-28), with completed secondary or vocational education, who would like to complete a VET program and/or seek better employment opportunities; 5-Young, currently working adults (18-28), with completed secondary or vocational education, who would like to change jobs and seek better vocational opportunities.

Indirect beneficiaries - governmental authorities working on education, VET and labor issues: Albania - Ministry of Education and Sport (MoES), Ministry of Finance and Economy (MoFE), Kosovo - Ministry of Education Science, Technology and Innovation (MESTI) and Municipal Education Departments, Ministry of Economy, Trade, Industry Entrepreneurship and Employment; 2-Educational and training institutions: VET schools (providing diplomas), Vocational Training Centers (public and private, offering short-term courses and programs, 3-6 months); 3-Employment institutions: national and local employment offices; 4-Between 50 – 70 private sector employers; 5-Families of primary target groups.

### **Intervention logic**

Table below contains the outputs, activities and indicators which should lead to the attainment of the anticipated project outcomes and impact. A succinct overview of the causal linkages is presented as follows:

#### **Impact**

The **overall objective** of the project is to contribute to social inclusion and poverty reduction of Roma<sup>3</sup> in Albania and Kosovo through support of the vocational education and training, facilitation to labour market and empowering stakeholders to take measures.

<sup>3</sup> As it is most commonly used in European policy documents and discussions, the term “Roma” refers to a variety of groups who describe

Activities (inputs)	Outputs	Outcomes
<p>Activity 1.1.1 - Outreach and recruitment fairs/meetings</p> <p>Activity 1.1.2 - Selection and distribution of financial assistance</p> <p>Activity 1.2.1 - Training for tutors and mentors</p> <p>Activity 1.2.2 - Development of Individual needs assessments and personalized career development plans</p> <p>Activity 1.2.3 - Provision of tutoring and mentoring session</p> <p>Activity 1.3.1 - Research, development and delivery of analysis for Albania and analysis for Kosovo</p> <p>Activity 1.3.2 - Development, publication and dissemination of Lessons Learned publication to indirect target groups</p> <p>Activity 1.3.3. - Development of training manual</p> <p>Activity 1.3.4 - Delivery of training -Training of Trainers</p> <p>Activity 1.3.5 - Trainings and meetings with indirect target groups (schools and employers)</p>	<p><b>Outputs 1</b></p> <p><b>Output 1.1</b></p> <p>Scholarships - Financial support provided to Roma youth and young adults to access vocational education;</p> <p><b>Output 1.2</b></p> <p>Mentoring and Tutoring services provided to Roma youth to facilitate access to certified profession</p> <p><b>Output 1.3</b></p> <p>Gender equality - empowering stakeholders to prevent discrimination and discriminatory stereotypes towards education and employability of Roma girls</p>	<p><b>Outcome 1-→</b></p> <p>Education - increased access to vocational education for Roma youth and young adults</p>
<p>Activity 2.1.1 - Outreach to employers</p> <p>Activity 2.1.2 - Financial incentives disbursement</p> <p>Activity 2.2.1 - Study visits to Roma and non-Roma start-ups/small businesses</p> <p>Activity 2.2.2 - Workshops on soft-skills</p> <p>Activity 2.3.1 - Visibility actions</p> <p>Activity 2.3.2 - Regional knowledge</p>	<p><b>Outputs 2</b></p> <p><b>Output 2.1</b></p> <p>Job placements (apprenticeships /traineeships) provided to Roma youth and young adults to improve their professional skills;</p> <p><b>Output 2.2</b></p> <p>Professional development services provided to Roma youth and young adults to improve their relevant soft skills for the job market</p>	<p><b>Outcome 2-→</b></p> <p>Employability - improved employability for Roma youth and young adults</p>

<p>exchanges</p> <p>Activity 2.3.3. – Country Assessments</p> <p>Activity 2.3.4. - National roundtables for advocacy and influencing policy</p>	<p>and take active participation in the labour market;</p> <p><b>Output 2.3.</b></p> <p>Partnerships - strengthened awareness of and cooperation among civil society, public and private sector institutions for Roma workforce inclusion aimed at influencing policy changes</p>	
<p>This project has no potential negative environmental and/or gender and/or social impacts.</p>		

### Local project partners

The project partner in Albania, **Roma Versitas Albania (RVA)**, registered as a civil society organization in 2016, has been actively supporting Roma secondary and tertiary students to improve their educational outcomes, increase their employability and empower them to actively participate as full citizens. The project partner in Kosovo, **Roma Versitas Kosovo (RVK)**, was established in 2013 and registered a local NGO in 2017, has supported more than 1,000 Roma, Ashkali and Egyptian students and youth in three resource centers in Prishtina, Prizren and Peja. Both partners have implemented different programs and projects for the inclusion of the Roma community in Albanian and Kosovo society.

Assessment and evaluation activities are planned as integral parts of the project activities as well.

## 2. OBJECTIVE, PURPOSE & EXPECTED RESULTS / CILJ, SVRHA I OČEKIVANI REZULTATI

### 2.1 Overall objective / Opšti cilj

The overall objective of the project of which this contract will be a part is as follows: / *Opšti cilj projekta u okviru kog se sprovodi ovaj ugovor:*

*To contribute to social inclusion and poverty reduction of Roma in Albania and Kosovo through support of vocational education and training, facilitation to labor market and empowering stakeholders to take measures to support transition of Roma to employment.*

## 2.2 Purpose / *Svrha*

The purpose of this contract is as follows: / *Svrha[e] ovog ugovora je:*

**Provision of final project evaluation services with information on the performance of the project and the overall impact of the resources used during the project term. The evaluation is conducted at the final project period as it is aimed at providing insight into overall project results, successes and lessons learned, throughout the entire project period, in order to provide specific recommendations for planning of the second project phase (continuation). The final evaluation has a learning function for project implementers and funders, as it is a learning and planning tool for Roma Education Fund and its partners (Roma Versitas Kosovo and Roma Versitas Albania) and Austrian Development Agency.**

## 2.3 Results to be achieved by the Contractor / *Rezultati koje treba postići Izvršilac*

- Assessment of the achievements of the Action referring relevance, efficiency, effectiveness, impact and sustainability in relation to project results (outputs), specific objectives (outcomes) and the overall project goal/objective.
- Lessons learned and recommendations provided to REF referring future actions of similar scope.

## 3. SCOPE OF THE WORK / *OBIM POSLA*

### 3.1 General / *Opšti*

#### 3.1.1 Contract description / *Opis ugovora*

The Consultant should provide final project evaluation which will provide REF and ADA with information on the performance of the project, specifically relevance and effectiveness of the project interventions formulated through activities and results (two of the six OECD evaluation criteria). The evaluation is conducted at the final project period as it is aimed at providing insight into overall project results, successes and lessons learned, throughout the entire project period, with a specific focus on providing programming guidance and recommendations for the second project phase (next funding cycle). Main target users of the evaluation results are Roma Education Fund and its partners (Roma Versitas Kosovo and Roma Versitas Albania) and Austrian Development Agency, as well as project stakeholders in the target countries (government institutions in charge of public and private VET education system) and REF hubs in network across Central and Southeast Europe. The evaluation should cover the entire project duration, from May 1, 2020 until September 30, 2023

The evaluation is intended to serve as a learning and planning tool and should refer to relevance and effectiveness of all project components in the project period. Learning will be reflected through analysis of the project activities and results and focusing on what approach to VET education and employability has proven to work best in specific environments, while planning aspect will be reflected through provision of recommendations on best-suited activities, and approaches to improve interventions in VET education and employability areas for the next project phase, and identify areas for improvement. It will also assess the extent to which cross cutting issue of mainstreaming gender across all activities was achieved.

In addition, general lessons learned and recommendations referring future actions of similar scope should be provided to REF so it can be used for improvement of preparation and decision-making for other actions covering similar sector and execution of the activities/projects in the future.

#### 3.1.2 Geographical area to be covered / *Geografsko područje*

The Project is implemented in the following municipalities:

Albania - Tirana, Korca, Fier, Elbasan, Gjirokaster, Durres, Berat.

Kosovo - Prizren, Gjakova, Gracanica, Ferizaj, Fush Kosova, Prishtina, and Peja.

The evaluation is not expected to include all municipalities, and selection will be conducted in the inception phase of the Contract, in agreement with the Contracting Authority..

### 3.1.3 Target groups / Ciljna grupa

Project target groups are the following:

Primary target groups - Roma beneficiaries receiving VET-related scholarships, training or employment (1-Young Roma (age 14-18) who have completed compulsory education and are already enrolled in a VET program; 2-Young Roma (age 14-18) who have completed compulsory education, willing to enroll in a VET program; 3-Young adults with incomplete secondary or vocational education (18-28) who would like to complete a VET program; 4-Young, unemployed adults (18-28), with completed secondary or vocational education, who would like to complete a VET program and/or seek better employment opportunities; 5-Young, currently working adults (18-28), with completed secondary or vocational education, who would like to change jobs and seek better vocational opportunities).

Indirect beneficiaries - governmental authorities working on education, VET and labor issues (Albania - Ministry of Education and Sport (MoES), Ministry of Finance and Economy (MoFE), Kosovo - Ministry of Education Science, Technology and Innovation (MESTI) and Municipal Education Departments, Ministry of Economy, Trade, Industry Entrepreneurship and Employment; Educational and training institutions: VET schools (providing diplomas), Vocational Training Centers (public and private, offering short-term courses and programs, 3-6 months); Employment institutions: national and local employment offices; private sector employers; families of primary target groups).

### 3.2 Specific work / Posebni poslovi

The evaluation design and relevant questions together drive the entire evaluation including methodological approach and methods of data collection and analysis used. Evaluation of programmes needs to refer to and use the OECD/DAC evaluation criteria as the guiding frame for developing the evaluation questions.

The OECD/DAC evaluation criteria:

The six OECD/DAC evaluation criteria – relevance, coherence, effectiveness, efficiency, impact and sustainability – each provide a different lens through which a programme or project can be viewed. Together they provide a comprehensive and holistic picture of a programme or project, the process of implementation (how change happens) and the results (what changed).

To illustrate the content of each criterion and to better understand how to use the criteria when developing the evaluation questions, a simple question for each criterion can be kept in mind:

*Relevance: Is the intervention doing the right things?*

*Coherence: How well does the intervention fit?*

*Effectiveness: Is the intervention achieving its objectives?*

*Efficiency: How well are resources used?*

*Impact: What difference is the intervention making?*

*Sustainability: Will the benefits last?*

As said, the Consultant should provide information on the performance of the project, specifically relevance and effectiveness of the project interventions formulated through activities and results (two of the six OECD evaluation criteria). The evaluation is aimed at providing insight into overall project results, successes and lessons learned, throughout the entire project period, with a specific focus on providing programming guidance and recommendations for the second project phase (next funding cycle).

**Evaluation Questions are focused on the two OECD criteria – relevance and effectiveness:**

**Relevance:**

- Was the project relevant to the identified needs of the target beneficiaries and the context in targeted countries of intervention?
- Were the project strategy, approach and selected activities realistic, appropriate and adequate to achieve two specific outcomes of the project in the area of education and employability?
- To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of primary target groups and indirect beneficiaries after the project end?
- What set of activities has proven as the most successful in achieving the project overall goal and specific outcomes in education and employment (scholarship scheme, VET short vocational courses, mentoring and tutoring, soft skills training, job placement, partnership with stakeholders, advocacy activities, research and analysis, etc.)?
- Please identify the relevance of selected activities and results (outputs) in each of the outcomes (Outcome 1 – **Education - increased access to vocational education for Roma youth and young adults; Employability - Outcome 2 - improved employability for Roma youth and young adults**) in achieving the overall project goal;

**Effectiveness**

- How appropriate were the management process and project set up in supporting delivery of project expected results?
- How effective were the selected strategies and tools used in the implementation of the project?
- To what extent were the intended project goal, outcomes and outputs achieved and how?
- To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels?
- To what extent has this project generated positive changes for the target group and beneficiaries in the area of two outcomes - increased access to vocational education for Roma youth and young adults and improved employability for Roma youth and young adults?
- To what extent have the selected target groups been relevant for the achievement of the project goals? Are there specific recommendations for changes related to target group/beneficiaries?
- What are the activities which have had the most significant impact on beneficiaries and contributed to the overall project goal and success?
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- Could a different approach and activities have produced better results?

- What are the recommendations for similar support in future? Should the project continue into the second phase what should be considered as a significant contributing factor to achieving impact?

### **Evaluation design and approach/Methodology:**

The evaluation will combine qualitative and quantitative data collection and evaluation techniques using the following methods:

✓ Desk-base research/Document review: The evaluation will review relevant project documents and content produced before and during project implementation including the project document with accompanying annexes, annual and quarterly work plans, biweekly reports, and other documents produced by or associated with the project (Gender Analysis, Country Assessment Research, Lessons Learned publication, Gender Mainstreaming Manual, policy documents, reports from trainings, roundtables and events, media clipping, etc.).

✓ Interviews with Project partners/stakeholders: In addition to the desk review, the evaluation will also conduct interviews with key project stakeholders (mandatory: REF and local partners – Roma Versitas Albania and Roma Versitas Kosovo; optional - other selected stakeholders.). Interviews will follow an open-ended format.

✓ Key Informant Interviews: A set of key informant interviews will also be conducted with selected relevant key informants and institutions. Interviews will be conducted in semi-structured format.

✓ Focus Group Discussions: Data will also be collected using focus groups discussion with project beneficiaries and other project stakeholders using a pre-designed focus group discussion guide/plan.

✓ Survey/Questionnaires: Where applicable and where circumstances do not allow for the previously listed evaluations methods due to stakeholder inavailability, language barriers, or other, questionnaires may be conducted with select stakeholders or groups of stakeholders to collect information on the impact of the project. Survey/questionnaire may be conducted in addition to all listed methods, as a supplementary methodology. In case a survey is envisaged, its purpose and envisaged respondents need to be outlined in the offers.

The Contractor shall propose the specific methodology for analysis and synthesis of the acquired data (including data triangulation) to produce specific evaluation purpose.

Please note that the tenderer should include human rights-based approach, ADC's cross cutting issues environmental and social issues, as well as the basic principles and standards applying to ADA's programme and project design.

Contract should be executed during two phases: inception and implementation phase.

### I Inception phase

Timeframe: June 27- July 14, 2023

This phase of the evaluation will start with the kick-off and clarification meeting between REF and Contractor to clarify the mandate and mutual expectations and to have a substantive discussion on how the evaluation will be carried out.

Developing an evaluation matrix is the first task undertaken by the Contractor when developing the inception report which is main output of this phase, and it forms an integral part thereof (please see [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Evaluierung/Evaluierungs\\_Leitfaeden/Guidelines\\_for\\_Programme\\_and\\_Project\\_Evaluations\\_ADA\\_2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf)).

The Inception Report (IR) is the first key deliverable of the Consultant. It serves as a roadmap for the evaluation and for REF project manager concerning workplan, deliverables and timeframes. (Please see the Checklist – page 46-47 in ADA Guidelines [https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Evaluierung/Evaluierungs\\_Leitfaeden/Guidelines\\_for\\_Programme\\_and\\_Project\\_Evaluations\\_ADA\\_2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf))

Inception report should include a preliminary desk review summary, an evaluation matrix, a stakeholder mapping and a workplan. The focus of the inception report is on the methodological part, not on context description. Inception Report should be submitted to the REF for a review and comments referring further improvement of relevant sections.

In summary, the following **deliverables** are expected in this phase:

1. Inception report which should include a preliminary desk review summary, an evaluation matrix, a stakeholder mapping and a workplan.

Timeframe is specified in the table below.

Please note, the initiation of data collection can only start after approval of the inception report.

## II Implementation phase

Data collection and analysis refers to the process of obtaining multiple types of data and information (qualitative and quantitative) and data collection methods and tools, following process of transforming the collected data into findings, conclusions and recommendations. It is important that the logical flow from findings to conclusions and recommendations is evident and well-documented in the evaluation report. It is also important that confidentiality is ensured and that evaluation findings cannot be traced back to individual sources.

Evaluation Report (ER) should be main output for this phase and it provides background and context to project being evaluated, its main purpose is to present evidence-based findings, conclusions and recommendations. An evaluation report must also include an executive summary, which will be read more widely and closely than any other part of the report. As in the report, emphasis should be placed on presenting the findings, conclusions and recommendations. Executive summary should not exceed 3 to 4 pages (please refer to the Checklist in the Guidelines, p. 48-50:

[https://www.entwicklung.at/fileadmin/user\\_upload/Dokumente/Evaluierung/Evaluierungs\\_Leitfaeden/Guidelines\\_for\\_Programme\\_and\\_Project\\_Evaluations\\_ADA\\_2020.pdf](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf))

Evaluation report needs to be submitted with a completed Results Assessment Form (RAF), which captures the degree of results achievement of a particular project at different (output, outcome and possibly, impact) levels. This will allow for broader conclusions to be drawn with regards to the overall effectiveness of programmes and projects funded by ADA.

Draft ER should be submitted to the REF at last two weeks before the contract end for review and further comments on improvement if needed. Final ER, after the REF approval, will be reviewed and approved by ADA Programme Manager.

In summary, the following **deliverables** are expected in this phase:

1. Draft Evaluation report with a completed Results Assessment Form (RAF)

Timeframe is specified in the table below.



2. The final report with a completed Results Assessment Form (RAF) (30 to 40 pages, not including appendices such as charts, terms of reference, field visits, people interviewed, documents reviewed, etc.)

Timeframe is specified in the table below.

**Planning of activities should be done according to the proposed workplan:**

<b>Work description/Opis posla</b>	<b>Timeline/Vremenski period za realizaciju</b>	<b>Deliverable/očekivani proizvod</b>	<b>Time of submission / Rok za predaju</b>	<b>Comment/Komentar</b>
Kick-off/clarification meeting between REF and Contractor/Inicijalni sastanak	June 27-July 1	N/A	N/A	N/A
Preparation of the Inception report / priprema početnog izveštaja	June 27-July 7	Inception report / Početni izveštaj	July 7	Inception report should include a preliminary desk review summary, an evaluation matrix, a stakeholder mapping and a workplan.
REF and ADA provide feedback on the Inception Report	July 7-July 17	N/A	July 17	Inception Report should be submitted to the REF for a review and comments referring further improvement of relevant sections
Implementation phase: field work data collection and analysis following process of transforming the collected data into findings, conclusions and recommendations.	July 17 -August 28	N/A	N/A	This process includes all activities related to implementation of selected methodological approaches for producing evaluation report.

Draft Evaluation Report / <i>Evaluacioni izveštaj</i>	August 28-September 6	Draft Evaluation Report / <i>Evaluacioni izveštaj</i>	September 6	Draft Evaluation Report provides background and context to project being evaluated, with main purpose to present findings, conclusions and recommendations. It must also include an executive summary, with emphasis on presenting the findings, conclusions and recommendations, and must be submitted with a completed Results Assessment Form (RAF).
REF and ADA provide feedback on the Draft Evaluation Report	September 6-20	N/A	September 20	Draft Evaluation Report should be submitted to the REF for a review and comments referring further improvement of relevant sections
Evaluation Report / <i>Evaluacioni izveštaj</i>	September 20-27		September 27	Must contain all comments and address all issues and concerns of RE and ADA

**NOTE 1:** Final evaluation process will be conducted in accordance and full observance of Guidelines for Programme and Project Evaluations of the Austrian Development Agency, under the management of the Project Manager based in Belgrade. All documents and materials produced under this Call (Inception Report, Evaluation Report and accompanying documents required per ADA Evaluation Guidelines) are subject to approval of REF and ADA, each to be submitted for comments to ADA, with a sufficient two-week timeline for the feedback, in line with final defined evaluation timeframe.

**NOTE 2:** Final evaluation will be conducted with full observance of Guidelines on Visibility of Austrian Development Cooperation and with adequate marking of the evaluation products, which are subject to REF and ADA approval prior to dissemination.

## 4. LOGISTICS AND TIMING / LOGISTIKA I VREMENSKI RASPORED

### 4.1 Location / Mesto izvođenja

Countries of implementation of the contract are Serbia (Belgrade), Albania and Kosovo, whereas exact locations for field work will be defined by REF and the Consultant, but will be limited to locations outlined in 1.6.2. (geographical area to be covered). / *Mesto izvođenja su Srbija (Beograd), Albanija i Kosovo, a tačne lokacije za rad na terenu biće definisane od strane REF-a i izvršioca, i ograničene na lokacije iz tačke 1.6.2.*

### 4.2 Start date & period of implementation / Datum početka i period sprovođenja

The intended start date is June 26, 2023 and the period of implementation of the contract will be until September 26, 2023. / *Planirani datum početka sprovođenja je 26 jun 2023 i datum završetka je 26 septembar 2023.*

## 5. REQUIREMENTS / ZAHTEVI

### 5.1 Staff / Osoblje

The Contractor will ensure engagement of appropriate number of staff for efficient implementation of the tasks indicated in this ToR. / *Izvršilac će obezbediti angažovanje odgovarajućeg broja osoblja za efikasno sprovođenje zadataka navedenih u Opisu poslova.*

Gender balance should be taken into consideration when deciding on the number of staff, to the extent possible. / *Ravnopravna rodna zastupljenost bi trebalo da bude jedan od faktora u odabiru osoblja.*

The evaluation will follow ADC and OECD/DAC norms and standards as well as ethical guidelines for evaluations, which require impartiality and independence of the evaluators. / *Evaluatori moraju biti nezavisni i nepristrasni i upoznati sa etičkim normama i pravilima Austrijske razvojne agencije i OECD/DAC-a.*

#### 5.1.1 Key experts / Ključni stručnjaci

The Contractor will provide sufficient number of relevant and competent experts to deliver the services/results as indicated in this ToR. / *Izvođač će obezbediti dovoljan broj relevantnih i kvalifikovanih stručnjaka za pružanje usluga/rezultata kako je navedeno u ovom zadatku.*

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts: / *Ključni stručnjaci imaju značajnu ulogu u sprovođenju ugovora. Ova nabavka predviđa potrebne profile ključnih stručnjaka. Ponuđač će dostaviti biografije i izjave o ekskluzivnosti i raspoloživosti za sledeće ključne stručnjake:*

#### Key expert 1: Lead Evaluator / Ključni stručnjak 1: Evaluator

Qualifications and skills / *Kvalifikacije i veštine*

- Postgraduate university degree/Master's degree in social sciences, project management, management, international development or other relevant discipline;
- Previous experience in working with Roma and/or Roma CSOs, and/or development programmes aimed at Roma as a target group;
- Excellent organizational, analytical, communication and interpersonal skills;
- Bilingual fluency in written and spoken Serbian and English

- Advanced MS Office Computer skills.

General professional experience / Generalno radno iskustvo

- At least 7 years of experience in areas covered by the project/relevant subject matter;

Preferred (but not mandatory) general professional experience:

- Experience in working on development projects in similar subject matter in the region of Western Balkans or South East Europe;
- Familiarity with education and employment of Roma in the target countries and the region (in VET sector);
- Understanding of the gender context in the project's countries;

Specific professional experience] / Specifično radno iskustvo

- At least 3 years of expertise, knowledge and experience in the field of evaluation of development programmes of similar nature and design;
- Demonstrated experience with quantitative and qualitative research and data collection methods;
- Experience in working on mainstreaming gender into project design, implementation, monitoring and evaluation, as well as assessment of gender markers in development projects;
- Proven experience in planning and conducting semi structured interviews and focus groups.
- Experience in working with human rights-based approach.

All experts must be independent and free from conflicts of interest in the responsibilities they take on and must not have been involved in either design nor implementation of the project in any phase. The evaluation will follow ADC and OECD/DAC norms and standards as well as ethical guidelines for evaluations, which require impartiality and independence of the evaluators. / *Svi stručnjaci moraju biti nezavisni i ne smeju biti u sukobu interesa vezano za odgovornosti koje preuzimaju, i ne mogu biti razmatrani ukoliko su u bilo kom obliku i fazi projekta učestvovali u njegovoj pripremi i implementaciji. Evaluatori moraju biti nezavisni i nepristrasni i upoznati sa etičkim normama i pravilima Austrijske razvojne agencije i OECD/DAC-a.*

## **5.2 Facilities to be provided by the Contractor / Kapaciteti koje mora pružiti Izvršilac**

The Contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. / *Izvršilac će obezbediti da stručnjaci imaju odgovarajuću podršku i opremu. Posebno će osigurati dovoljnu administrativnu, sekretarsku i prevodilačku podršku kako bi omogućio stručnjacima da se usredsrede na svoje primarne odgovornosti. Mora preneti i sredstva potrebna za održavanje tih radova u okviru ugovora osigurati da su zaposleni redovno i na vreme plaćeni.*

## **6. REPORTS / IZVEŠTAJI**

### **6.1 Reporting requirements / Zahtevi koji se tiču izveštaja**

The Contractor will provide the Contracting Authority with the following reports: / *Izvršilac posla će Naručiocu posla podneti sledeće izveštaje:*

Name of report / Naziv izveštaja	Content / Sadržaj	Time of submission / Rok za
----------------------------------	-------------------	-----------------------------

		<i>predaju izveštaja</i>
Inception Report / <i>Početni izveštaj</i>	Please see section 3.2 Specific Work.	<i>July 7, 2023</i>
Draft Evaluation Report / <i>Evaluacioni izveštaj</i>	Please see section 3.2 Specific Work.	<i>September 6, 2023</i>
Evaluation Report / <i>Evaluacioni izveštaj</i>	Please see section 3.2 Specific Work.	<i>After the conclusion of the specific tasks / Nakon završetka posla</i>  <i>September 27, 2023</i>

## CONTRACT TEMPLATE / MODEL UGOVORA

**CONTRACT TITLE:** Final evaluation of the project “Education, Employment, Partnerships and Gender Equality: A Winning Formula for Roma in VET” / **NAZIV UGOVORA:** *Finalna evaluacija projekta “Obrazovanje, zapošljavanje, partnerstvo i rodna ravnopravnost: formula za uspeh u strukovnom obrazovanju Roma”*

**REF:** 2023/0051 / **REF:** 2023/0051

Title / *Naziv*

Address of the Contracting Authority/ *Adresa Naručioca posla*

Reg. No. / *Matični broj*

VAT No. / *PIB broj*

Represented by: / *Zastupa ga:*

(Contracting Authority) / *(Naručilac posla)*

AND

Title / *Naziv*

Address of the Contractor/ *Adresa Izvršioca*

Reg. No. / *Matični broj*

VAT No. / *PIB broj*

Represented by: / *Zastupa ga:*

(Contractor) / *(Izvršilac)*

### **Article 1: Subject of the contract / Član 1: Predmet ugovora**

The subject of the contract are the services as indicated in the Terms of Reference and in the Contractor’s offer – “Part B: Documents to be completed by the tenderer, Implementation and methodology approach” / *Predmet ovog ugovora su usluge iz Opisa poslova i ponude Izvršioca – “Deo B – Obrazac za ponošenje ponude, Sprovođenje i metodološki prisup”.*

### **Article 2: Contract value / Član 2: Vrednost ugovora**

The total contract value for implementation of services indicated in the Article 1 is: **<amount EUR>**. The price cannot be revised. / *Ukupna vrednost ovog ugovora za usluge iz člana 1 je: <iznos/EUR>. Cena se ne može menjati.*

### **Article 3: Contracting documents / Član 3: Dokumenta Ugovora**

This documents which form the part of this contract are (by the order of precedence): / *Sledeća dokumenta su sastavni deo ovog ugovora (po redosledu):*

- Contract agreement / *Ugovor*
- Contractor’s technical offer as provided in the tendering phase – “Part B: Documents to be completed by the tenderer” / *“Deo B: Tehnička ponuda izvršioca usluga”*
- Contractor’s financial offer as provided in the tendering phase “Part C: Financial offer” / *“Deo C: Finansijska ponuda”*

- Any other supporting documentation if applicable / *Dodatna dokumentacija ako postoji*

#### Article 4: General provisions / *Član 4: Opšte odredbe*

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 appropriate discretion. / *Izvršilac usluga će sprovoditi ugovor sa dužnom pažnjom, efikasnošću i marljivošću u skladu sa pravilima profesije. Izvršilac usluga će se u svakom trenutku ponašati nepristrasno i kao savetnik od poverenja u skladu sa pravilima ponašanja svoje struke i prikladnom diskrecijom.*

The Contractor shall ensure the visibility of the Roma Education Fund and donor (if applicable). To ensure such publicity the Contractor shall comply with the rules of the Roma Education Fund and donor (if applicable). / *Izvršilac usluga će obezbediti najveću moguću vidljivost finansijskog doprinosa Fonda za obrazovanje Roma i donatora (ako je primenjivo). Da bi se obezbedila vidljivost, Izvršilac će se pridržavati pravila Fonda za obrazovanje Roma i donatora (ako je primenjivo).*

#### Article 5: Deliveries and payments / *Član 5: Isporuke i isplate*

The Contractor will execute without reservation the services indicated in the Contractor's offer "Part B: Documents to be completed by the tenderer". The deliveries will be implemented within the indicated dates. / *Izvršilac će izvršiti uslugu bez rezerve navedenu u ponudi u delu B. Zadaci će biti sprovedeni do predviđenog datuma.*

The Contracting Authority will pay to the Contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule. / *Naručilac posla će Izvršiocu usluge platiti iznos naveden u Članu 2. ovog ugovora. Isplate će biti izvršene prema sledećem rasporedu:*

Month / Mesec		<EUR>
July 2023/ Jul 2023	Initial payment / <i>Prva uplata</i> Upon delivery and approval of inception report	<40 % of the contract value> / <40% od vrednosti ugovora>
September 2023 / Septembar 2023	Balance final payment / <i>Uplata konačnog iznosa</i> Upon delivery and approval of final report	<60 % of the contract value> / <60 % od vrednosti ugovora>
	<b>Ukupna</b>	<Total contract value (including all taxes and charges, e.g., VAT, customs etc.) > / <i>Ukupna vrednost ugovora/(uključujući sve takse i poreze, PDV, carine itd..)</i>

\* - The Contractor will provide Contracting Authority with the brief report on execution of the services / *Izvršilac usluge će Naručiocu dostaviti kratak izveštaj o izvršenju usluga.*

#### **Article 6: Duration of the contract / Član 6: Trajanje ugovora**

The duration of the contract is from signing a contract by both parties until September 27, 2023. / *Trajanje ugovora je od potpisivanja ugovora od obe strane do 27. Septembra 2023.*

#### **Article 7: Cancellation of the contract / Član 7: Otkazivanje ugovora**

The contract can be suspended by the Contractor due to one of the following reasons: / *Ugovor može biti suspendovan od strane Izvršioca usluge iz sledećeg razloga:*

- Contracting Authority not fulfilling payment and other obligations / *Naručilac posla ne izvršava ugovorne obaveze i plaćanja*

The contract can be terminated by the Contracting Authority due to one of the following reasons: / *Ugovor može biti raskinut od strane Naručioca posla iz sledećih razloga:*

- The Contractor is in serious breach of the contract, failing to meet contractual obligations / *Izvršilac usluge ne ispunjava ugovorom preuzete obaveze*
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations. / *Izvršilac usluge je bankrotirao ili je u stečaju, ili mu je poslovanje predmet sudskih procedura, stupio u poslovanje sa poverenicima, obustavlja svoje poslovne aktivnosti, ili je predmet procedura u vezi sa pomenutim, ili je u nekoj od situacija koje su zabranjene u skladu sa nacionalnim zakonodavstvom i uredbama.*

#### **Article 8: Resolving of disputes / Član 8: Rešavanje sporova**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the competent court in Belgrade in accordance with the national legislation of the state of the Contracting Authority. *Sporovi nastali u vezi sa ovim ugovorom koji se ne mogu rešiti sporazumno rešavaće nadležni sud u Beogradu.*

**Done in two originals, one original for the Contracting Authority and one original for the Contractor. / Ugovor je potpisan u dva primerka, jedan primerak originala za Naručioca posla i jedan original za Izvršioca usluge.**





**For the Contractor / *Za Izvršioca***

Name: / *Ime i prezime:*

Title: / *Funkcija:*

Signature: / *Potpis:*

Date: / *Datum:*

**For the Contracting Authority / *Za Naručioca  
posla***

Name: / *Ime i prezime:*

Title: / *Funkcija:*

Signature: / *Potpis:*

Date: / *Datum:*

**ADMINISTRATIVE COMPLIANCE AND EVALUATION GRID /  
ADMINISTRATIVNA USKLADENOST PONUDE SA ZAHTEVIMA I  
TABELA OCENA**



## EVALUATION GRID / TABELA OCENA

	<b>Maximum/ Maksimum</b>
<b>Implementation &amp; Methodology Approach / Sprovođenje i metodološki pristup</b>	
Rationale / Obrazloženje	[15]
Strategy / Pristup	[30]
Timetable of activities, / Vremenski raspored	[15]
<b>Total score for Implementation &amp; Methodology Approach / Ukupan rezultat za Sprovođenje i metodološki pristup</b>	<b>[60]</b>
<b>Key experts / Ključni stručnjaci</b>	
<b>Lead Evaluator &gt; (Max 40 points)</b>	
Qualifications and skills / Kvalifikacije i veštine	[10]
General professional experience / Generalno radon iskustvo	[30]
Specific professional experience / Specifično radon iskustvo	[20]
<b>Total score for Key experts / Ukupan rezultat za ključne stručnjake</b>	<b>[40]</b>
<b>Overall total score / Ukupan rezultat</b>	<b>100</b>