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COMMISSARIAT
FOR REFUGEES AND MIGRATION
OF THE REPUBLIC OF SERBIA



CONSULTING SUPPORT TO THE COMMISSARIAT FOR REFUGEES AND MIGRATION OF THE REPUBLIC OF SERBIA IN THE PREPARATION OF THE PROGRAMME FOR REINTEGRATION OF RETURNEES UNDER THE READMISSION AGREEMENT

Project "Strengthening capacities and partnerships for migration management in Serbia"

REQUEST FOR SUBMISSION OF A STATEMENT OF INTEREST

for providing support to the Commissariat for Refugees and Migration of the Republic of Serbia in the preparation of the Programme for reintegration of Returnees under the Readmission Agreement for the period 2024-2026 (hereinafter: the Programme) and the accompanying Action Plan, in accordance with the procedures and method of drafting envisaged by the Law on the Planning System of the Republic of Serbia („Službeni glasnik RS”, br. 30/18) and the Regulation on the methodology of public policy management, analysis of the effects of public policies and regulations and the content of individual public policy documents ("Službeni glasnik RS", br. 8/19).

The Commissariat for Refugees and Migration of the Republic of Serbia (hereinafter: KIRS) received financial support from the Swiss Confederation through the Swiss Agency for Development and Cooperation (SDC) within the project "Strengthening capacities and partnerships for migration management in Serbia", which is implemented in partnership with the International Organization for Migration (IOM), and intends to direct part of the funds to the financing of this activity.

OBJECTIVES OF ENGAGEMENT

In the past period, KIRS, with expert support, drafted the Program, however, it is necessary to update the data, sources of information and, if necessary, make changes that would improve the quality of the existing document. Service providers (individual consultants or consulting agencies) are expected to prepare and draft a new Program of reintegration of returnees based on the Readmission Agreement for the period 2024-2026 as well as the accompanying Action Plan in accordance with the Law on the Planning System of the Republic of Serbia¹ (hereinafter referred to as the Law) and the Regulation on the methodology of public policy management, analysis of the effects of public policies and regulations and the content of individual public policy documents² (hereinafter: Regulation). Then, participation in the consultation process within the Working Group for drafting the Programme and with other relevant partners, as well as preparing the final version of the Programme Proposal and the accompanying action plan for public debate and adoption by the Government, based on opinions/comments received during the consultation process in cooperation with KIRS and the Working Group.

¹ „Sl. glasnik RS“, br. 30/18

² „Sl. glasnik RS“, br. 8/19

TASK CONTEXT

This project task contributes to achieving the Outcome 1 of the project "Strengthening capacities and partnerships for migration management in Serbia" and represents support to the Commissariat for Refugees and Migration (KIRS) as an institutional partner institution in the project, in defining the public policy framework for migration management..

In accordance with the provisions of the Migration Management Act („Službeni glasnik RS”, broj 107/12) The Commissariat performs tasks related to: proposing to the Government the objectives and priorities of migration policy; proposing measures to the Government to achieve positive effects of legal migration and combat irregular migration; monitoring the implementation of migration policy measures; providing state administration bodies, autonomous provinces and local self-government units with data relevant for the development of strategic documents in the field of migration, proposing projects in the field of migration management within the scope of their work and drafting an annual report to the Government on the situation in the field of migration management.

Among other things, in accordance with this Law, it is within the competence of the Commissariat to determine, propose and undertake measures for the reintegration of returnees on the basis of readmission agreements.;

After the liberalization of the Visa Regime of the European Union (EU) for citizens of the Republic of Serbia in 2009, the number of citizens seeking asylum in the EU countries increased sharply. Since most of the responses to these requests were negative due to unfoundedness, since 2012 the number of EU countries that have included the Republic of Serbia on the list of so-called safe countries has increased significantly, which has accelerated the procedure of returning asylum seekers to their country of origin. In this way, the issue of readmission has gained political significance. This situation, based on the Readmission Agreement, has opened the possibility of returning more than 100,000 persons from EU countries to the Republic of Serbia. The return of citizens of the Republic of Serbia on the basis of the Readmission Agreement has since been continuous and therefore regulated the acceptance of these persons upon their return to the Republic of Serbia requires the concept of policy measures concerning ensuring their efficient and quality reintegration. In the period since 2009, the number of returnees has increased and in 2016 it reached a maximum, but from 2017 to 2023 the number of returnees decreased. Although the number of returnees under readmission agreements is decreasing, the issue of their reintegration remains a challenge largely due to the high degree of vulnerability of these persons.

The Strategy for reintegration of returnees based on the 2009 Readmission Agreement, together with the Action Plan, is the first document that systematically and with a coordinated approach begins the process of reintegration of returnees.

Although this strategy is not time-deposited, due to changed circumstances and the long time since the adoption of the strategy as well as the adoption of the Law on the Planning System („Službeni glasnik RS”, br. 30/18) it is necessary to review the objectives of the old Strategy for the Reintegration of Returnees and to draw up a new planning document that regulates this area, through which activities will be applied more relevantly and efficiently.

In consultation with the Republic Secretariat for Public Policy (RSJP) it was decided that the new public policy document of the Republic of Serbia regulating this area should be the Program of reintegration of returnees based on the Readmission Agreement. The programs are made in accordance with the provisions of the Law for a maximum period of three years. As part of the program, it is necessary to draw up an Action Plan.

The method of drafting the document is regulated by the Law on the Planning System of the Republic of Serbia („Službeni glasnik RS”, br. 30/18) and the Regulation on the methodology of public policy management, analysis of the effects of public policies and regulations and the content of individual public policy documents ("Službeni glasnik RS", br. 8/19).

Given the demands and complexity of this undertaking, there is a need to support KIRS in order to prepare a new Program.

TASK OF AN EXPERT/CONSULTANT

Drafting the Program of reintegration of returnees on the basis of the Readmission Agreement for the period 2024-2026 with the accompanying Action Plan.

The service provider will draft the Programme for reintegration of returnees based on the readmission agreement for the period 2024-2026 and the accompanying AP with clear and verifiable indicators, including appropriate program budgeting in accordance with the Law on Planning System. In the implementation of the task, the service provider will take particular account of the need to harmonize the strategic document with the relevant international and European standards, as well as the relevant national legal and strategic framework.

The engaged party is required to perform the following tasks:

- 1) Preparation of the draft methodology and work plan, which will be approved by the Commissariat
- 2) Drafting /proposal of the Program of reintegration of returnees on the basis of the Readmission Agreement with the accompanying Action Plan, in accordance with the Law on the Planning System of the Republic of Serbia.
- 3) Consultations and meetings with relevant stakeholders, representatives of the Commissariat, institutions and civil society organizations
- 4) Actively participate in all Working Group meetings to ensure that the views of relevant migration management actors and beneficiaries are taken into account and that their feedback is addressed and/or incorporated into the draft document.
- 5) Support to the Commissariat in the process of organizing public hearings/consultations, in accordance with the Law on the Planning System of the Republic of Serbia .
- 6) Preparation of the Report on public debate based on all collected opinions and feedback from the process of public consultations
- 7) Development of recommendations for budgeting the Action Plan
- 8) Development of recommendations for the development of a framework for monitoring and evaluation of the Programme with an Action Plan
- 9) Preparation of the final version of the Programme Proposal and Action Plan for adoption by the Government

EXPECTED RESULTS

1. Initial report that will include the work plan, the methodology of the task implementation, with the prepared concept and legal framework of the proposed Program (before starting work on documents) including the list of parties/ partners to be consulted, in accordance with the conclusions of the Working Group
2. Drafted Program, with accompanying Action Plan and implemented other accompanying activities in accordance with the provisions of the Law on Planning System and the accompanying Regulation, approved by KIRS
3. Final version of the Programme and Action Plan, submitted to KIRS for the preparation of the Proposal for adoption by the Government, with the prepared Public Debate Report and drafted

recommendations for budgeting the Action Plan and development of the Framework and Evaluation of the Programme with the Action Plan

All results should be presented in the Serbian language.

TIME OF SUBMISSION AND APPROVAL OF THE RESULTS

The above results must be successively submitted in accordance with the approved work plan to KIRS, as well as to the project manager identified in the Contract when the result is a condition for making payments. KIRS is responsible for approving the reports and the results, while the approval of the project manager is required when the report is a condition for making payments.

NOTE: The table below includes the proposed timeframes and activities that will guide bidders developing their proposals. However, adjustments will be made as needed from the date of signing the consultancy contract and the submission of a comprehensive work plan and agreed delivery dates, ending 31 March 2024..

Indicative deadlines for submission of key results are as follows:

Result	Estimate time of delivery*	Delivery way
1. Initial report, approved by KIRS	31 December 2023	Email milos.mihajlovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
2. Drafted Program, with accompanying Action Plan, approved by KIRS	31. January 2024	Email milos.mihajlovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
3. Final version of the Program and Action Plan, with prepared Report on public consultation and recommendations for budgeting and development of the Program’s framework and evaluation	31. March 2024	Email milos.mihajlovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;

PAYMENT DYNAMICS

First payment – based on *timesheet* and results after Task 1 is completed;
 Second payment – based on *timesheet* and results after Task 2 is completed;
 Third payment – based on *timesheet* and results after Tasks 3 is completed;

DURATION OF ENGAGEMENT

The engagement will be implemented within the project "Strengthening capacities and partnerships for migration management in Serbia", which is being implemented for the period from April 1, 2021 to March 31, 2024. It is envisaged that activities related to the contract will begin immediately after the signing of the contract.

It is expected that the bidder who meets the criteria described in the project tasks will deliver the results within 30 working days, and that these activities will be realized no later than March 31, 2024.

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APPLICATION

Interested bidders (individual consultant or legal entity) are invited to submit their declaration of interest in providing these services.

The statement of interest (bidder with the status of a legal entity) should contain the following information in English:

- 1) information about the bidder (fill out the form given in Appendix 1);
- 2) information on experience in the implementation of similar activities from which one can see the qualifications and abilities to carry out the project task (fill out the form given in Appendix 2);
- 3) information about the key consultant, under the same conditions specified for an independent consultant below:

The statement of interest (individual consultant) should contain the following information:

- 1) the applicant's working biography in English;
- 2) proof of education – a diploma or other appropriate document confirming professional qualifications;
- 3) list of published analyses of public policy implementation and/or professional papers with references.

A representative of the service provider, i.e. an elected expert, should be available and responsible for delivering all anticipated results. His/her engagement and contribution to the development of the requested documents is crucial and the bidder should submit written consent (statement of exclusivity) for his/her availability and interest in performing the task, in a free form.

Bidders are encouraged, if necessary, to establish a consortium with various organizations and/or persons competent in a particular field. Internal expertise is not a prerequisite for submitting a Statement of Interest and the involvement of external experts is allowed.

TERMS OF ENGAGEMENT

Interested legal entity - The applicant must meet the following conditions (max. 80 points):

1. At least five (5) years of experience in areas of work relevant to problems of returnees upon readmission;
2. Successfully implemented at least three (3) projects in the field of migration, social inclusion of Roma men and women, as well as protection of the rights of marginalized groups.

Individual consultant or expert proposed in front of the selected bidder/legal entity (Public Policy Expert)

Given the nature of this result-based task, the evaluation will focus on a key expert in the field of strategic planning, who will submit their statement of interest, i.e. which bidders will propose.

The key expert will carry out, coordinate and manage activities on the development of the Programme, in particular with regard to its compliance with the current methodology of public policy management, technical standards for conducting a public policy impact analysis, as well as with regard to regulations on the form and content of individual public policy documents. It will also carry out activities such as desk research, mapping relevant international and national documents relevant in the field of migration management, as well as harmonization of the draft Programme with the existing international and national institutional, legal and strategic framework. He/she will be responsible for liaison with KIRS and IOM, and will be required to ensure timely and effective implementation of services and achievement of results, through the proposed tasks.

An expert should meet the following requirements and have the following skills, experience and qualifications:

Qualifications and skills

- University education at undergraduate academic studies in the volume of at least 240 ECTS, i.e. at undergraduate studies for a period of at least four years. A master's degree or doctoral degree would be considered an additional advantage;
- Excellent knowledge of the institutional and legislative framework in the field of migration management at the international and national level.
- Ability to work in an environment that requires cooperation with several stakeholders including representatives of local self-government, civil society institutions and other stakeholders;
- Excellent knowledge of the Law on the Planning System of the Republic of Serbia and accompanying bylaws;
- Excellent skills of facilitation, presentation and communication
- Excellent knowledge of Serbian and English language;
- Excellent data collection and processing skills;
- Excellent analytical skills, writing and reporting.
- Excellent communication skills.

General professional experience

- At least five (5) years of professional experience and expertise in the field of public policy research and development of strategic documents, local action plans, preferably in the field of migration, social inclusion of Roma men and women, as well as the protection and realization of the rights of marginalized groups.

Specific professional experience

- Proven experience with references on drafting or participating in the development of at least one public policy document in areas relevant to migration management or improving the position of Roma in accordance with the Law on planning system;
- Previous experience in at least one project of similar size/nature related to the formulation of public policies in the field of migration management, funded by an international donor or equivalent projects would be considered an advantage.

TECHNICAL OFFER (max. 20 points)

An integral part of the tender documentation is a technical offer, which will contain the proposed methodology and deadlines for the realization of tasks.

FINANCIAL OFFER (max. 20 points)

Financial offer based on working days per task in CHF /gross should include an overview of the average costs necessary for the realization of each task and related to all aspects of the consulting support - fees for consultants, travel expenses, etc.

OFFERS EVALUATIONS

The criteria listed below are presented by the main categories. Applicants should bear in mind that these criteria serve as a standard according to which all technical information will be evaluated and will serve to identify significant issues that applicants should pay attention to.

Criteria	Required qualifications	Results
Organization profile	a) At least five (5) years of experience in areas of work relevant to migration management b) Successfully implemented at least three (3) projects in the field of migration, social inclusion of Roma men and women, as well as protection of the rights of marginalized groups.	Fulfills / Does not fulfill
Individual consultant or expert proposed in front of the selected bidder/legal entity	The consultant/expert meets the requirements, i.e. possess the necessary skills, experience and qualifications	60
Technical support	The proposed methodology and delivery times for the realization of the task are concise and clear, show an understanding of the policies, institutional and legal context in Serbia and a good analytical approach.	20
Financial offer	Offer price	20
TOTAL POINTS		

Please send a statement of interest by e-mail to IomBeograd@iom.int and jribac@iom.int no later than 24 December by 23.59h.

APPENDIX 1

FORM - STATEMENT OF INTEREST

We express our interest in **supporting the Commissariat for Refugees and Migration of the Republic of Serbia in preparation of the Programme for Reintegration of Returnees under the Readmission Agreement for the period 2024-2026 (hereinafter: the Programme) and the accompanying Action Plan, in accordance with the procedures and method of drafting envisaged by the Law on the Planning System of the Republic of Serbia**

Applicant name (legal name)	
Address	
Phone number	
E-mail address	
Contact person	
Name of the signatory of the contract (legal representative of the organization)	
PIB/MB	
Status (PDV obliged-yes or no)	

I hereby confirm that the information provided herein is complete and accurate.

(legal representative of the organization)

Signature

Date

APPENDIX 2

Experience in performing similar tasks

<i>Duration (from – till)</i>	<i>Location</i>	<i>Organization and contact person (Name, surname i email adress)</i>	<i>Description</i>

APPENDIX 3

BIOGRAPHIES OF TEAM MEMBERS (English language)