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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 ACTION PLAN FOR THE IMPLEMENTATION OF THE STRATEGY FOR REFUGEES AND INTERNALLY DISPLACED PERSONS

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

REQUEST FOR SUBMISSION OF A STATEMENT OF INTEREST

for supporting the Commissariat for Refugees and Migration of the Republic of Serbia in the preparation of the Action Plan for the Implementation of the Strategy for Refugees and Internally Displaced Persons, in accordance with the procedures and manner 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). Commissariat for Refugees and Migration of the Republic of Serbia (in the following text: KIRS) has received a 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

The engaged party (independent consultant or legal entity) is expected to prepare and draft the Action Plan for the implementation of the Strategy for Refugees and Internally Displaced Persons (hereinafter: the Action Plan), then to participate in the consultation process within the Working Group for drafting the Strategy and with other relevant partners, as well as to prepare the final version of the Action Plan for public debate and adoption by the Government, based on the opinions/comments received during the consultation process in cooperation with KIRS and the Working Group.

TASK CONTEXT

This project task contributes to the achievement of the outcome 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 in the project, in defining a public policy framework for solving the problems of refugees and internally displaced persons.

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 in order 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 the provisions of the aforementioned law, as well as the Law on Refugees („Službeni glasnik RS”, broj 18/1992-593, SRJ 42/2002-10 (SUS), RS 30/2010-3, 107/2012-4) the competence of the Commissariat is also to identify, propose and take measures to solve the problem of refugees and internally displaced persons.

The Government of Serbia and KIRS plan and implement activities to solve the problem of refugees and internally displaced persons in accordance with strategic documents continuously since 2002. Bearing in mind that the last strategic document in this area covered the period from 2015 to 2020, it is planned to adopt a new Strategy for solving the problem of refugees and internally displaced persons, in order to ensure effective and efficient resolution of the problems of these categories of persons, in accordance with international and European standards. The new and updated strategic document, which is in the final stages, will serve as a basis for the coordination and synchronization of the Government's activities on this issue in the coming period.

In accordance with the provisions of the Law on the Planning System, KIRS, as the competent proponent, will, in parallel with the drafting of the new Strategy, start work on the preparation and drafting of the Proposal of the Action Plan for the implementation of the aforementioned document. The Action Plan for the implementation of the Strategy for Refugees and Internally Displaced Persons (hereinafter: the Action Plan) is a public policy document of the highest level of detail, which operationalizes and elaborates the accompanying Strategy, in order to manage the dynamics of the implementation of public policy measures that contribute to the achievement of the general and specific objectives set by the Strategy.

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

TERMS OF REFERENCE AND JOB DESCRIPTION

Task 1: Initial meeting with relevant KIRS staff and members of the Working Group for the development of the Strategy for Refugees and Internally Displaced Persons (hereinafter: The Working Group), with the aim of adjusting and revising the proposed work plan and methodology for the implementation of the task;

Task 2: Preparation of the draft Action Plan Proposal, in accordance with the provisions of the Law on planning system and the accompanying Regulation;

Task 3: Execution of all tasks in accordance with the conclusions of consultations with KIRS and members of the Working Group;

Task 4: Cooperation with relevant KIRS staff, in order to support and strengthen internal capacities for the preparation of public policy documents;

Task 5: Preparation of the Action Plan proposal for the needs of public debate;

EXPECTED RESULTS

Task 1:

- Initial report that will include the revised work plan, the methodology for the realization of the task, including the list of parties/partners to be consulted, approved by KIRS;

Task 2:

- The first draft of the Action Plan for the implementation of the Strategy for Refugees and Internally Displaced Persons (2023-2029);

Tasks 3-5:

- Final draft of the Action Plan, harmonized with the comments of the Working Group and prepared for public debate.

All results should be presented in the Serbian language.

TIME OF SUBMISSION AND APPROVAL OF THE RESULTS

The above results must be submitted successively in accordance with the 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 report, 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 candidates will be guided by 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 March 31, 2024.

Indicative deadlines for submission of key results are as follows:

Result	Estimate time of delivery*	Delivery way
1. Initial report, approved by KIRS	23. February 2024.	Email svetlana.velimirovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
2. The first draft of the Action Plan, approved by KIRS	08. March 2024.	Email svetlana.velimirovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
3. Final version of the Action Plan, aligned with the comments of the Working Group prepared for Public Debate	22. March 2024.	Email svetlana.velimirovic@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 3-5 are 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. The consultant 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.

It is expected that the consultant (legal entity) who meets the criteria, will deliver the results described in the project tasks within 30 working days, and that will start the activities in December of the current year, while the last deadline for their implementation is March 31, 2024, regardless of the date of commencement of work on the document.

APPLICATION

Interested candidates 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 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 (for an independent consultant) should contain the following information:

- 1) the applicant's working biography in English;
- 2) proof of work experience in the profession (certificate, decision or other acts proving in which jobs, in what period and with which professional qualifications was acquired work experience);
- 3) proof of education - diploma or other appropriate document confirming professional education;
- 4) list of published analyses of public policy implementation and/or professional papers with references.

The representative of the service provider, i.e. the selected 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, and for the purpose of carrying out the task, 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 engagement of external experts is allowed.

TERMS OF ENGAGEMENT

Interested legal entity - the applicant must meet the following conditions (max. 60 points):

1. At least five (5) years of experience in areas of work relevant to issues of refugees and internally displaced persons;
2. Successfully implemented at least three (3) projects in the field of migration.

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 of applications will focus on a key expert in the field of strategic planning, who will submit his statement of interest, i.e. which bidders will propose (in the event that the bidder is a legal entity).

The Consultant shall carry out and manage activities on the development of the Action Plan, in particular with regard to its compliance with the current methodology of public policy management, as well as with regard to regulations on the form and content of individual public policy documents. He/she will be responsible for the connection with KIRS and IOM, and will be required to ensure timely and effective implementation of services and achievement of results, through the proposed tasks.

The expert is required to meet the following requirements, i.e. possess the following skills, experience and qualifications:

Qualifications and skills

- University education in undergraduate academic studies in the volume of at least 240 ECTS, i.e. at undergraduate studies of at least four years in relevant scientific fields. A master's degree or doctoral degree would be considered an additional advantage;
- Excellent skills in the field of advocacy and policy development;
- Excellent knowledge of legislation in the field of protection of refugees and internally displaced persons;
- Excellent knowledge of Serbian and English language;
- Excellent data collection and processing skills;
- Excellent analytical and communication skills.

General professional experience

- At least five (5) years of postgraduate professional experience in public policy research, with a focus on refugee and internally displaced persons protection.

Specific professional experience

- Proven experience in the field of public policy analysis, with at least three (3) published analysis of public policy implementation;
- Experience in conducting research papers and analyses, with at least three published professional papers in journals or conferences;
- Demonstrated aptitudes in advocating for policy change nationally and internationally;
- Experience working with international organizations, especially the UN and EU institutions.;

- Previous experience in at least one (1) project of similar size/nature related to the formulation of public policies in the field of refugee and internally displaced persons protection, 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 issues of refugees and internally displaced persons. b) Successfully implemented at least three (3) projects in the field of migration	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 08 February 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 the preparation of the Action Plan for the Implementation of the Strategy for Refugees and Internally Displaced Persons, 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

TEAM MEMBERS BIOGRAPHIES (in English)

