**CONSULTING SUPPORT TO THE COMMISSARIAT FOR REFUGEES AND MIGRATION OF THE REPUBLIC OF SERBIA IN THE PREPARATION OF a REPORT ON THE QUALITY OF LOCAL PLANNING DOCUMENTS IN THE FIELD OF MIGRATION MANAGEMENT**

**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 Report on the quality of local planning documents and secured sources of funding in the field of migration management on a specific sample of local action plans (LAP's), as well as to develop recommendations for their further improvement. The Commissariat for Refugees and Migration of the Republic of Serbia (hereinafter: KIRS) has 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 financing this activity.

**OBJECTIVES OF ENGAGEMENT**

The engaged party (individual consultant or consulting agency) is expected to prepare a Report on the quality of local planning documents and secured sources of funding in the field of migration management, as well as to make recommendations for their further improvement.

**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 the evaluation of the existing mechanisms of public policy implementation in the field of migration management.

In December 2008, the Commissariat for Refugees and Migration of the Republic of Serbia (KIRS) in cooperation with Local Self-Government Units (LSGs) and with the support of international partners, started the implementation of projects supporting the development of local action plans (LAP), as a special mechanism for resolving the issue of refugees and internally displaced persons (IDPs). At the very beginning, LAPs have already proved to be a very efficient mechanism for solving the issues of refugees and IDPs at the local level, which enabled a realistic assessment of their needs as well as the prediction of measures, activities and allocation of local self-government units in order to improve the position of the most vulnerable categories of persons. During 2011 and 2012, cooperation with local self governments continued with the aim of expanding the scope of these planning documents and including returnees based on the Readmission Agreement in the process of local action planning.

With the adoption of the Law on Migration Management in 2012, the LAP for improving the position of refugees, internally displaced persons and returnees under the Readmission Agreement became a legal category and a condition for financing programs determined by Local Self-Government Units with funds from the state budget.

Changes in the migration context caused the need to update and revise old ones and create new LAPs. The Republic of Serbia faced an unprecedented transit of migrants during the second half of 2015 and in the first two months of 2016, when more than 700,000 persons crossed its territory. Although since March 2016, when the Western Balkans route was officially closed, there has been a significant decrease in the influx of migrants, the Republic of Serbia has remained a country of transit, now with an extended stay of migrants who are unable to continue their journey to the countries of desired destination. The large fluctuations and prolonged stay of irregular migrants caused the need to solve the issue of mixed migration flows. This development of the situation has created pressure on institutions dealing with migration management, both in organizational and financial terms, because migration management is a complex process that requires planned and organized action, as well as a coordinated approach and continuous cooperation of all relevant authorities.

During 2021, a new phase of drafting LAP's began, when the need for the migration management process to be in the function of economic and social development was recognized in the new national strategic documents. The Strategy on Economic Migration 2021-2027 envisages the inclusion of development measures in local migration policies. For the implementation of these measures, in accordance with the competences prescribed by the Law on Migration Management („Sl. glasnik RS“, br.107/2012), The Commissariat for Refugees and Migration is in charge. The Commissariat, as a body responsible for monitoring the implementation of migration policy measures, in accordance with the Law on Management, as well as the Action Plan for the Implementation of the Strategy on Economic Migration for the period 2021-2027, determined the need for revision of existing and /or drafting of new relevant local policy documents, as well as for further modification of the methodological approach to their preparation, in order to align these documents with the national the legislation and planning documents adopted in this area.

The method of drafting local planning documents 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). In this regard, new or revised planning documents will pay special attention to the challenges of economic migration and the development aspect of migration, as well as to population policy and demographic changes, which every year present an increasing challenge in almost all local self-government units. Namely, in addition to the ever-present problem of forced migration (refugees, internal displacement, irregular migration), Serbia is also facing a major problem of depopulation, as a direct consequence of external migration of the local population, as well as significant internal migrations. In this regard, it is particularly important to include new categories of migrants in local public policy documents, in order to mitigate possible negative effects and strengthen the positive impact of migration on local development. Diaspora is recognized as a significant development potential that, with its financial, social and cultural capital, can significantly contribute to the prosperity of the local community. On the other hand, human trafficking, as well as all other activities related to organized crime, is not limited to the territory of only one country. This phenomenon, encompassing the stages of recruitment, transport and exploitation of victims, occurs in its various forms in the territory of the countries of origin, transit and final destination. Therefore, in order to timely and comprehensively respond to the problem of human trafficking in the country, depending on the local context, it is necessary to include this category of persons as a priority in local action planning.

This analysis aims to look at the role of local level of government in the Republic of Serbia in the context of planning, implementation, monitoring and evaluation of policies related to the field of migration management, with special emphasis on the possibility of their contribution to local development. It should include an evaluation of local mechanisms for coordination of migration management and institutional capacities, including analysis and development of recommendations for the improvement and revision of existing mechanisms (Local Migration Councils, Local Action Plans). Key analysis should be carried out in the domain of valid local action plans (LAP) as well as in institutional and programmatic linking with other local and national acts, relevant for the coordinated and comprehensive implementation of the envisaged measures.

Bearing in mind the requirements and complexity of this undertaking, there is a need to support KIRS in order to make this document as high quality as possible.

**TERMS OF REFERENCE AND JOB DESCRIPTION**

**Task 1: Initial meeting with relevant staff of the Commissariat**, with the aim of adapting and revising the proposed work plan and methodology of task implementation, in accordance with the needs of Commissariat

**Task 2: Preparation of the draft Report/analysis on the quality of LAP**

**Task 3: Preparation of the final version of the document**, addressing and/or including the views of relevant actors in migration management (KIRS, SDC, IOM), while formulating recommendations for further improving the quality of LAP

**EXPECTED RESULTS**

**Task 1:**

• The initial report, which will include the revised work plan, the methodology of task implementation, as well as a brief overview of the structure of the Report/analysis (before the start of work on the document), approved by KIRS;

**Task 2:**

• The first draft of the Report/analysis, along with the formulation of recommendations for the improvement and revision of existing mechanisms, approved by KIRS;

**Task 3:**

• Final draft of the Report/analysis, agreed with the comments of relevant actors, approved by KIRS.

**All results should be delivered in Serbian.**

**TIME OF SUBMISSION AND APPROVAL OF REPORTS**

The above results mentioned 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** | **Approximate delivery time\*** | **Delivery Way** |
| 1. Initial report, approved by KIRS | 10 Ferbrury 2024. | Email  [ana.djunovic@kirs.gov.rs](mailto:ana.djunovic@kirs.gov.rs)  [vladimir.sulovic@kirs.gov.rs](mailto:vladimir.sulovic@kirs.gov.rs)  [jribac@iom.int;](mailto:jribac@iom.int) |
| 2. First draft analysis/report, approved by KIRS/IOM | 29. February.2024. | Email |
| [ana.djunovic@kirs.gov.rs](mailto:uros.zivkovic@kirs.gov.rs)  [vladimir.sulovic@kirs.gov.rs](mailto:vladimir.sulovic@kirs.gov.rs)  [jribac@iom.int;](mailto:jribac@iom.int) |
| 3. Final draft report/analysis, approved by KIRS | 31.March.2024. | Email |
| [ana.djunovic@kirs.gov.rs](mailto:uros.zivkovic@kirs.gov.rs)  [vladimir.sulovic@kirs.gov.rs](mailto:vladimir.sulovic@kirs.gov.rs)  [jribac@iom.int;](mailto:jribac@iom.int) |

**PAYING DYNAMICS**

First instalment – based on timesheet and results after finished Task 1;

Second instalment - based on timesheet and results after finished Task 2;

Third instalment - based on timesheet and results after finished Task 3.

**DURATION OF ENGAGEMENT**

The engagement will be implemented within the project "Strengthening capacities and partnerships for migration management in Serbia ”, which is 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 the liaison with KIRS and IOM, and will need to ensure timely and effective implementation of services and achievement of results, through the proposed tasks.

It is expected that the consultant (legal or natural person) who meets the criteria, the results described in the project tasks will deliver within 25 working days, and that its activities will begin in January 2024, while the last deadline for their implementation is March 31, 2024, regardless of the date of commencement of work on the document.

**\*\*\***

**APPLICATION**

Interested bidders are invited to submit their declaration of interest in the provision of 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 provided in Appendix 1 in English);

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 provided in Appendix 2 in English);

3) information about the key consultant, under the same conditions specified as well as for an independent consultant

**The statement of interest (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 qualificati

3) proof of education –a diploma or other appropriate document confirming professional qualifications;

4) list of published published analyses of public policy implementation and/or professional papers with references.

A 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, 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**

**The interested consultant (Legal entity) should meet the following conditions:**

1. At least five (5) years of experience in areas of work relevant to migration management;

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 (Expert in the field of migration management - Migration Expert) – maximum 60 points.**

Given the nature of this result-based task, the evaluation will focus on a key expert in the field of migration management, who will submit his statement of interest, i.e. which bidders will propose (in the event that the bidder is a legal entity).

The key expert will execute, coordinate and manage activities on the preparation of the Report. He/she will be responsible for the 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 diploma in basic academic studies in relevant scientific fields. A master's or doctoral degree would be considered an additional advantage;

• Excellent knowledge of migration trends both in Serbia and globally, with the necessary experience in the field of research, advocacy and development of public policies

• Experience in cooperation with national and international partners (civil society, public administration, social partners, local organizations, etc.);

• Excellent knowledge of legislation and public policies in the field of migration at the international, national and local level

• Excellent knowledge of Serbian and English;

• Excellent data collection and processing skills;

• Good analytical skills, writing and reporting;

• Excellent communication skills.

General professional experience

• At least five (5) years of postgraduate professional experience in the fields of work relevant to migration management (preferably in the field of research, advocacy and public policy development, etc.);

Specific professional experience

• Proven experience in conducting research in the field of migration management and/or policy analysis, with at least three (3) published professional papers in journals or conferences in areas relevant to migration management or public policy implementation analysis;

• Previous experience in at least one (1) project of similar size/nature related to the formulation or evaluation 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 consultation - 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 | Fills / Does not fulfill |
| b) Successfully implemented at least three (3) projects in the field of migration |
| An individual consultant or expert proposed in front of the selected  bidder/legal entity | c) The consultant/expert meets the requirements, i.e. possesses the necessary skills, experience and qualifications | 60 |
| Technical offer | 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 |  | 100 |

**Please send a statement of interest by e-mail to [IomBeograd@iom.int](mailto:IomBeograd@iom.int) and [jribac@iom.int](mailto:jribac@iom.int) no later than 29 January 2024 by 23:59.**

## APPENDIX 1

**FORM OF DECLARATION OF INTEREST**

We express our interest in supporting **the Commissariat for Refugees and Migration of the Republic of Serbia in the preparation of the Report on the quality of local planning documents and secured sources of funding in the field of migration management**

|  |  |
| --- | --- |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Duration***  ***(from – till)*** | ***Location*** | ***Organization and contact person***  ***(Name, surname i email adress)*** | ***Description*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**APPENDIX 3**

**BIOGRAPHIES OF TEAM MEMBERS** (on English language)