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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 PREPARATION OF THE DRAFT STRATEGY FOR 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 Draft of the Strategy for Migration Management, in accordance with the procedures and method of drafting procedure declared by the Law on the Planning System of the Republic of Serbia („Službeni glasnik RS”, br. 30/18) and the Decree on 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

The engaged consultant (legal entity) is expected to prepare and draft a new Strategy for Migration Management and the necessary analysis of the effects, in accordance with the Law on the Planning System of the Republic of Serbia 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 (hereinafter: the Regulation), as well as participation in the consultation process within the Working Group for drafting the Strategy and with other relevant partners.

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 a partner institution in the project, in defining the public policy framework for migration management.

The Republic of Serbia adopted its first Migration Management Strategy in 2009. As a country of origin, transit and destination, Serbia faces various forms of migration: external and internal, forced and voluntary, regular and irregular, migration of highly skilled and unskilled workers. As such, Serbia reflects the complexity of migration

phenomena and large-scale migration flows, especially those experienced in the last three decades due to conflicts, natural disasters and other adversities.

By applying the aforementioned document, the Republic of Serbia has made significant progress in establishing an orderly system consisting of a clear migration policy and planned and organized management of migration flows. However, many challenges still need to be addressed in order to provide an adequate response to extremely dynamic migration flows.

Although this strategy is not time-deposited, due to changed circumstances and the passage of a 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 draw up a new planning document that regulates this area. Namely, regulatory policy is still based on principles and tools designed more than a decade ago, but the migration context in Serbia has changed significantly. Also, in 2018, the National Assembly of the Republic of Serbia adopted the Law on the Planning System of the Republic of Serbia, which regulates the planning system of the Republic of Serbia, the management of the public policy system, as well as the type and content of planning documents. Therefore, it is necessary that public policy documents in the field of migration management be aligned with this Law. For these reasons, it is necessary to work on improving migration policies and adapting institutional response and capacities to meet medium- and long-term needs, in order to enable safe, orderly and dignified migration.

In accordance with the provisions of the Law on Migration Management („Službeni glasnik RS”, broj 107/12) KIRS 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 of importance for the development of strategic documents in the field of migration, proposing projects in the field of migration management within the scope of its work and drafting an annual report to the Government on the situation in the field of migration management. In this regard, KIRS is preparing an updated strategy paper, with the aim of ensuring effective and efficient migration management, in line with international and European standards. The new Migration Management Strategy will set goals, measures and future policies, and therefore its preparation and adoption is essential for determining the direction of future activities of the state authorities of the Republic of Serbia in dealing with the challenges of managing migration flows.

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

TASKS OF THE EXPERT/CONSULTANT

Drafting a Migration Management Strategy

The service provider will draft the Migration Management Strategy, including the necessary supporting analyses (ex-post and ex-ante effects analysis), in accordance with the provisions of the Law on the 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 appropriate national legal and strategic framework.

Task 1: Initial meeting with the relevant KIRS staff, with the aim of adjusting and revising the proposed work plan and methodology of realization of the task, and drafting a report that will include the concept and legal framework of the proposed Strategy (before starting work on documents), determine the exact sequence of implementation of all activities in accordance with the Law on the Planning System, including the list of parties/partners who will be consulted;

Task 2: Preparation of the necessary analysis of the effects for the development of a new strategic document, in accordance with the provisions of the Law on planning system and the accompanying Regulation.

Task 3: Preparation of draft strategy proposals, in accordance with the provisions of the Law on planning system and the accompanying Regulation.

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

Task 5: Participation in the consultation process, to ensure that the views of relevant migration management actors are taken into account and that their feedback is addressed and/or incorporated into the draft document.

Task 6: Collecting and reviewing opinions/comments received during the consultation process in cooperation with KIRS and the Working Group.

EXPECTED RESULTS

Task 1:

- An initial report that includes the revised work plan and the methodology for the implementation of the task, in accordance with the conclusions of the initial meeting and the Law on planning system, which must be approved by KIRS;
- The concept and legal framework of the proposed Strategy (before starting the work on the document), approved by KIRS;

Task 2:

- Prepared necessary analyses of the effects, in accordance with the provisions of the Law on planning system and the accompanying Regulation, approved by KIRS;

Task 3:

- Prepared draft Strategy, in accordance with the provisions of the Law on planning system and the accompanying Regulation, approved by KIRS;

Tasks 4-6:

- Consolidated draft Strategy with comments from the Working Group, in order to prepare the document for public debate

All the results should be presented in the Serbian language.

TIME OF SUBMISSION AND APPROVAL OF THE REPORT

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 reports and 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 candidates in 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, conclusive with 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	22 December 2023.	Email uros.zivkovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
2. Prepared necessary analysis of the effects, approved by KIRS;	15 February 2024.	Email uros.zivkovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
3. Papered proposal of the Draft Strategy, approved by KIRS	10 March 2024.	Email uros.zivkovic@kirs.gov.rs vladimir.sulovic@kirs.gov.rs jribac@iom.int ;
4. Consolidated Draft Strategy with comments from the Working Group, to prepare the document for public debate	31 March 2024.	Email uros.zivkovic@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 Task 3 is completed;
 Fourth payment – based on *timesheet* and results after Task 6 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 scheduled that activities related to the contract will begin immediately after the signing of the contract. A consultant (legal entity) who meets the criteria is required to deliver the results described in the project tasks within 100 working days. It is expected that the consultant will start its 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.

Interested candidates are invited to submit their statement of interest in the provision of these services.

The statement of interest should contain the following information in English:

- 1) **Organization profile (max. 60 points)**
- 2) **Technical offer (max. 20 points)**
- 3) **Financial offer (max. 20 points)**

ORGANIZATION PROFILE

An integral part of the tender documentation is information about the profile of the organization, which will contain:

1. information about the consultant (a bidder with a status of a legal entity (fill out the form provided in Appendix 1) in English language)
2. information on experience in the implementation of similar activities from which you can see qualifications and abilities to carry out the project task (fill out the form provided in Annex 2 in English language;)
3. Biographies of team leaders and key personnel in English – **max. 60 points.**

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

The organization needs to have the following experience:

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
3. That in the last four years he had a financial turnover of at least 500,000 euros.

Number of required experts per category and number of working days per specialist

Given the nature of this result-based task, the evaluation will focus for the most part on the key experts that the candidates will propose.

The proposed team members must meet the following requirements:

The proposed key team members have the following skills, experience and qualifications (max. 60 points):

1. Team leader - Migration Expert (30 points)

The team leader will execute, coordinate and manage activities. He/she will ensure timely and effective implementation of services and achievement of results, through the proposed tasks. She/he is responsible for the relationship with KIRS and IOM and must ensure that expert inputs and working days are distributed in the most efficient and efficient way.

Qualifications and skills

- University degree in relevant scientific fields. A doctoral degree would be considered an additional advantage;
- Excellent knowledge of migration trends both in Serbia and globally, with the necessary experience in conceptualizing national policy in the field of migration management;
- Experience in cooperation with national and international partners (civil society, public administration, social partners, local organizations, etc.);
- Excellent knowledge of public policies in the field of migration at the international, national and local level;
- Excellent knowledge of Serbian and English language;
- Good analytical skills, writing and reporting;
- Excellent communication skills.

General professional experience

- At least seven (7) years of postgraduate professional experience in areas of work relevant to migration management (preferred experience in designing, assessing, monitoring and evaluating, implementing measures in the field of migration management, etc.);

Specific professional experience

- Significant experience with references on the preparation of at least two (2) public policy documents and/or studies, reports and/or scientific papers in areas relevant to migration management;
- Previous experience in performing team leader roles on projects 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 additional advantage.

2. Key expert 1 - Legal Expert (15 points)

The expert will assist the team leader in conducting desk research, mapping relevant international and national documents relevant in the field of migration management, as well as harmonizing the draft strategy with the existing international and national institutional, legal and strategic framework.

Qualifications and skills

- University degree in legal or related sciences. 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;
- Excellent knowledge of Serbian and English language;
- Excellent data collection and processing skills;
- Excellent analytical skills, writing and reporting.

General professional experience

- At least five (5) years of postgraduate professional experience in a relevant field (preferably in the field of international human rights law, migration and refugee law or other similar areas of legal science relevant to migration management issues).

Specific professional experience

- Proven experience in identifying valid public policy documents and regulations in a specific area of planning and implementation of public policies relevant to migration management (a sample of at least one (1) analytical work should be provided);
- 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.

3. Key expert 2 - Public Policy Specialist (15 points)

The expert will assist the team leader in the preparation of the Strategy, especially in terms of its compliance with the current methodology of public policy management, technical standards for conducting analysis of

public policy effects, as well as in terms of regulations on the form and content of individual public policy documents.

Qualifications and skills

- University degree 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 migration management;
- Excellent knowledge of Serbian and English language;
- Excellent data collection and processing skills;
- Excellent analytical skills, writing and reporting.

General professional experience

- At least five (5) years of postgraduate professional experience in public policy research, with a focus on migration management.

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 accomplishments 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 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 b) Successfully implemented at least three (3) projects in the field of migration c) That in the last four years he had a financial gain (turnover) of at least 500,000 euros.	Fulfills / Does not fulfill
	d) Biographies of a team of leaders and key personnel in English language - Team leader (30) - Key expert 1 (15) - Key expert 2 (15)	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

DELIVERING THE TASK

The leader of the team of the organization or consortium submitting the offer should be available and responsible for delivering all the anticipated results. His/her engagement and contribution to the development of the requested documents is crucial and the bidder should submit a written consent (statement of exclusivity) for its availability and interest in performing the task, in a free form. The same rule should apply to all team members.

Candidates are encouraged, if necessary and for the purpose of carrying out the task, to establish a consortium with different 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.

Please send the statement of interest by e-mail to IomBeograd@iom.int and jribac@iom.int no later than **December 4, 2023 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 drafting the Strategy for Migration Management, in accordance with the procedures and manner 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)