

**Call for expression of interest in the submission of applications for a work contract under the Project 'Task Force Units supporting Roma inclusion and empowerment' under EEA Grants MIS code: PDP1 (MIS) 5075006, co-financed by the EEA Grants FM, 2014-2021.**

<b>Call for proposals code</b>	MINISTRY OF LABOR AND SOCIAL AFFAIRS - NSRF EXECUTIVE : STRUCTURE -SECTOR OF SOCIAL SOLIDARITY Ref.No: 357/7-4-2021 EEA (MIS) code 5075006
<b>Addressed to</b>	Natural persons, Greek citizens to apply for a work contract and set up a Task force. Citizens of EU Member States are also entitled to be candidates (L. 2431/1996) subject to the restrictions of article 1(1) thereof.
<b>Deadline</b>	: 28 May 2021, at 13:30
<b>Implementation area</b>	: Regions of Attica, Western Greece, Central Macedonia, Eastern Macedonia and Thrace
<b>Budget:</b>	: € 2,356,560.00
<b>Description</b>	<p><b><u>1. INTRODUCTION – THE CONTEXT OF THE PROJECT</u></b></p> <p>As part of the European Union's policy to develop national Roma inclusion strategies, the Greek state drew up the "National Roma Inclusion Strategy". The primary objective of the Workplan and the National Roma Inclusion Strategy 2017-2021 is to lift the social exclusion conditions of Roma and to create the conditions of their social inclusion.</p> <p>The above strategic objective is served by three individual general targets:</p> <p>a) Secure and guarantee 'housing',  b) Build a supportive network of social intervention (in the sectors of employment, education, health, and social inclusion)  c) Develop social dialogue and consensus through social emancipation and participation of Roma themselves.</p> <p>These general objectives are implemented in the framework of the five-year national operational workplan on Roma social inclusion for the period 2017-2021 and will continue to be implemented in the context of the new National Strategy on Equality and Social Inclusion of Roma after 2021.</p> <p>The Project "Task Force Units supporting Roma inclusion and empowerment" foresees the setting up of a Task Force to serve as the main tool for strengthening, monitoring, and implementing the national Roma inclusion strategy and related policies and measures, both at regional and local level.</p> <p><b>PURPOSE:</b></p> <p>In this context, the project aims to establish a Task Force which will act as a key tool for monitoring and coordinating the implementation of the National Roma Inclusion Strategy and related policies and measures at national, regional and local level.</p> <p>To this end, the Task force will develop partnerships, mechanisms and tools for education, coordination and communication focusing on the active participation</p>

and empowerment of men and, above all, women and young Roma in the relevant processes with a view to contributing (a) to the reinforcement, monitoring and evaluation of the National Strategy and Workplan on Roma Social inclusion policies and (b) empowering Roma to actively participate in the social inclusion process. In addition, the Task force will strengthen Roma communities to become actively involved in planning, monitoring and implementing policies affecting them. In particular, the Task force will contribute to:

- Coordinating and monitoring the National Roma Inclusion Strategy activities at local, regional and central levels of administration,
- Transferring know-how and experience to Roma communities and to residents of selected regions, with a view to enhancing their participation in the planning and implementation of actions under the National Roma Inclusion Strategy (existing and new one),
- Transferring know-how to local authorities' staff to plan and implement effective actions to involve local actors and the Roma community, actively engaging them in planning, monitoring and implementing policies affecting them,
- Developing and implementing measures to effectively combat discrimination and stereotypes in the wider population.

## **2. SETTING UP A "TASK FORCE" - OBLIGATIONS**

**2.1** The Task Force will consist of:

### **A. The Central Task Force Unit (Steering Committee)**

The Central Task Force Unit will be based in Athens, consisting of five (5) people, as follows:

Four (4) expert associates with long-standing experience and know-how in integrating and empowering the specific and vulnerable social groups, one of whom acting as Task Force Coordinator. The Coordinator will represent the Task Force before the Project Promoter (Special Service "NSRF Executive Structure of Social Solidarity" (EDKA) and the Programme Partner, namely the General Secretariat for Social Solidarity and Fight Against Poverty, overseeing all the project-related actions.

One (1) member who will take over the role of the Roma Ombudsman will be at least a compulsory education graduate cognizant of the community's social characteristics, originating from the Roma community and/or proficient in the Romani dialect.

**B. Four Regional Task Force Units** in the four (4) Regions with a relatively higher concentration of Roma populations (Attica, Central Macedonia, Eastern Macedonia and Thrace and Western Greece), according to data from the National Strategy for Roma Inclusion (December 2011), namely:

Athens-based Attica Regional Task Force

Central Macedonia Regional Task Force based in Thessaloniki

Eastern Macedonia and Thrace Regional Task Force based in Komotini and

Western Greece Regional Task Force based in Patra

The four Regional Task Forces will be staffed by a total of twenty (20) people.

Each Regional Task Force will be staffed by:

Four (4) expert associates with extensive experience and expertise in inclusion and empowerment of specific and vulnerable social groups,

One (1) Roma Ombudsman from the community who will in any case be cognizant of the community's social attributes, and/or able to cope with the

Romani dialect.

## **2.2. OBLIGATIONS OF THE TASK FORCE**

- **The Central Task Force shall be bound:**

**2.2.1.1** to submit a three-year duration Workplan to the Project Promoter, with a view to stepwise implementation of the National Roma Inclusion Strategy, considering all funding possibilities from European, national and international resources. The Workplan will provide guidance and guidelines, training materials, reference standards and relevant tools to the Regional Task Forces to coordinate and facilitate the implementation of their work and update them, identifying obstacles and proposing possible solutions.

**2.2.1.2** to receive guidelines and cooperate with the Programme Partner, i.e. the General Secretariat for Social Solidarity and Fight Against Poverty. On this basis, to inform, support and coordinate the work of the Regional Task Forces, provide guidance, training materials, tools and training to the Regional Task Forces staff, municipal staff and other key stakeholders.

**2.2.1.3** to monitor and evaluate measures and actions on Roma social inclusion by providing monitoring and evaluation reports on the progress of regional plans and an annual report on the comprehensive Workplan to EDKA. The latter will then forward them to the General Secretariat for Social Solidarity and Fight Against Poverty for evaluation and approval.

**2.2.1.4** To develop user-friendly standards, guidelines, and tools to facilitate the networking of Roma associations at local, regional, national and European level. Where such associations do not exist, the Roma inhabitants of a region should be strengthened, trained and supported, in cooperation with the Regional Task Forces, in order to establish networks and participate as members in integration actions and activities. Emphasis should be placed on empowerment and participation of women and young Roma.

**2.2.1.5** To organize, in cooperation with the Regional Task Forces, consultation meetings involving local Roma communities, the Roma branches of municipalities and representatives of local authorities to jointly prepare the actions to be implemented. Such meetings will take place throughout the Project. This will ensure ongoing information to update the Task Forces working methods and tools and to redefine the Project workflow.

**2.2.1.6** To contribute to updating the Roma settlements/camps depiction/registration.

**2.2.1.7** To cooperate during the Project implementation with all stakeholders in the implementation of the current 5-year 'National Operational Workplan on Roma Social Inclusion for the period 2017-2021' and the following year.

**2.2.1.8** To support the Programme Operator – Special Service NSRF Structure of the Ministry of Labor and Social Affairs, Sector of Employment and Social Economy – in specifying the content of Roma inclusion and empowerment programme remaining actions by getting feedback and the necessary input from the Regional Task Forces.

**2.2.1.9** To assist in the development and setup of an information system for monitoring and evaluation, which will record the information and data sent by the

regional task forces, considering the National Operational Workplan for Roma Social Inclusion, the Project indicators and outputs as defined and the regional workplans.

**2.2.1.10** To send monthly two (2) activity reports to EDKA based on a template drawn up by itself under the guidance of the General Secretariat. These reports will be submitted by EDKA to the General Secretariat for Social Solidarity and Fight Against Poverty, that will confirm the proper implementation by the Task Force.

**2.2.1.11** To elaborate, in cooperation with Regional Task Forces, educational materials, guides, standards, guidelines, tools and methodologies for public authorities' capacity building and for empowering Roma.

**2.2.1.12** To organize and implement education and information actions targeted at Regional Task Forces on Roma social inclusion issues and empowerment across all areas of support detailed in the National Roma Inclusion Strategy (education, employment, housing, health care, equality, combating discrimination). The educational actions will include good practices and examples, tools and methodologies to enhance Roma participation through empowerment and consultation, awareness-raising and communication strategies, mediation methodologies with Roma communities, networking tools and methodologies, monitoring and evaluation tools and methods, including the collection of quantitative and qualitative data for the development of indicators, as well as training modules on public governance and the development of financial instruments and tools. In this context, the Central Task Force Unit will provide throughout the Project relevant guidance to the Regional Task Forces so that the tools, methods and guides can be specialized to meet each Region's specific characteristics and needs.

- **Each Regional Task Force Unit shall be bound to:**

**2.2.2.1** participate in the initial education to be provided by the Central Task Force Unit on issues related to Roma social inclusion and empowerment, as described in para. **2.2.1.12** as well as in subsequent training, to cooperate with the Central Task Force Unit, follow the instructions and help to refine individual actions on the basis of the specific characteristics and needs in each Region.

**2.2.2.2** it is required to draw up and submit - based on the training, guidelines and timetable to be drawn up by the Central Task Force Unit - a detailed proposal for a Regional Workplan, which will include the basic information on the project implementation (regional mapping of settlements/camps and stakeholders, needs depiction, key challenges and concerns, proposed interventions, timetable, risk assessment and proposed remedies, etc.).

**2.2.2.3** Be responsible for the effective coordination of the actions involved in implementing relevant National Roma Inclusion Strategy interventions in all areas of support, i.e. employment, education, healthcare, housing (e.g. Regional divisions for planning and infrastructure, education, public health and social care, innovation and entrepreneurship, development and environment, open markets, etc. of similar services at municipal level, including social services, Community centers, Roma branches).

**2.2.2.4** Take special care of ensuring effective cooperation with all the actors involved particularly the school units and the police; as well as local businesses and trade associations to support Roma social inclusion and to transfer the acquired know-how from the training and guidance provided by the Central Task

Force to stakeholders at regional and local level.

**2.2.2.5** Organize consultations and facilitate interventions in individual areas by ensuring that actions on Roma social inclusion are planned, implemented and monitored in a participatory manner.

**2.2.2.6** Send to the Central Task Force an annual valuation report covering all interventions carried out under the Regional Workplan

**2.2.2.7** Work closely with all relevant local Roma associations (young people, women, etc.) to strengthen and empower them towards actively participating in relevant actions.

**2.2.2.8** Send two (2) reports per month to the Central Task Force indicating:  
the way of implementing the interventions

the recording and resolution of problems

the implementation progress of information, awareness-raising and empowerment actions in the Region's local communities, including information campaigns

the impact from planned actions implementation on local communities

the development progress of Roma local networks with key stakeholders and their support in social inclusion actions

progress in the active participation and engagement of Roma organizations, formal and informal citizens groups in social inclusion actions

The Regional Workplan, as well as the timetable, will be approved by EDKA with the consent of the General Secretariat for Social Solidarity and Fight Against Poverty.

**2.2.2.9** Respect the above schedule and promptly inform the Central Task Force if updating is needed. Any change/update shall have the Central Task Force consent in writing and the approval by the Project Promoter (EDKA), with the consent of the General Secretariat. The data will be regularly updated, and all data will be linked to the annual reporting system of the information system for monitoring and evaluation.

**2.2.2.10** Organize and implement, in cooperation with the Central Task Force, the training and information actions of executives in relevant bodies (local government, health care bodies, Police, educational bodies, etc.) on social inclusion and empowerment of Roma.

**2.2.2.11** Support the Central Task Force in elaborating the educational materials, guides, standards, guidelines, tools and methodologies for public authorities' capacity building and for Roma empowerment.

**2.2.3** Domestic travel and travel abroad is compulsory to facilitate the Task Force in fulfilling its obligations.

### **3. DESCRIPTION OF JOBS PER CODE – MANDATORY QUALIFICATIONS PER JOBCODE - ADDITIONAL CREDITS**

A relevant table of job descriptions – mandatory qualifications by job code is attached:

<b>Job Code - Specialty</b>	<b>Mandatory qualifications</b>
<b>A01: Central Task Force Social Sciences Special Associate - Task Force</b>	1. Degree of Higher Education in Social Sciences or Social Workers/Social Work – according to ASEP (Supreme

<b>Coordinator</b>	<p>Employee Selection Board)<sup>1</sup></p> <ol style="list-style-type: none"> <li>1. Excellent knowledge of English (C2 level).<sup>2</sup></li> <li>2. Computer skills (text editing, spreadsheets, internet services)</li> <li>3. Minimum 3-year professional experience relevant to studies</li> <li>4. At least one (1) year of evidenced professional experience in project management in the field of Roma social inclusion</li> <li>5. Professional experience of at least two (2) years in implementing co-financed projects by the European Economic Area Financial Mechanism (EEA FM) and/or the European Investment and Structural Funds</li> </ol> <p>The applicant must have at least three (3) years of professional experience relevant to his/her scientific field in addition to the professional experience referred to in points 4 and 5 above to meet the mandatory qualifications for the job.</p>
<b>A02: Central Task Force Economic Sciences/Administration Sciences Special Associate</b>	<ol style="list-style-type: none"> <li>1. Higher Education degree in the field of Economic Science or Administration Science– according to ASEP (Supreme Employee Selection Board)<sup>3</sup></li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>
<b>A03: Central Task Force Civil Engineer / Architect Special Associate</b>	<ol style="list-style-type: none"> <li>1. Degree from the National Technical University, Faculty of Civil Engineering or Architecture</li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>
<b>A04: Central Task Force Legal Sciences Special Associate</b>	<ol style="list-style-type: none"> <li>1. Higher Education Degree in Law</li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>
<b>A05, B05, B10, B15, B20: Central and Regional Task Forces Special Associates Roma Mediators</b>	<ol style="list-style-type: none"> <li>1. Graduate of at least compulsory education <sup>4</sup></li> <li>2. Knowledge of Romani dialect or/and knowledge of the community's social attributes. To demonstrate the knowledge of Romani dialect or/and the community's social attributes, the candidate shall submit a Solemn Declaration under para. 4, L.1599/1986, as in effect, whereby declaring knowledge of the</li> </ol>

<sup>1</sup> [https://www.asep.gr/guide/6K\\_2020/acceptedtitlespe.html](https://www.asep.gr/guide/6K_2020/acceptedtitlespe.html)

<sup>2</sup>

[https://www.asep.gr/webcenter/content/conn/ucmsserver/path/Enterprise%20Libraries/asep/%CE%88%CE%BD%CF%84%CF%85%CF%80%CE%B1/%CE%94%CE%B9%CE%B1%CE%B3%CF%89%CE%BD%CE%B9%CF%83%CE%BC%CF%8E%CE%BD%20%CE%91%CE%A3%CE%95%CE%A0/%CE%9C%CE%B5%20%CE%A3%CE%B5%CE%B9%CF%81%CE%AC%20%CE%A0%CF%81%CE%BF%CF%84%CE%B5%CF%81%CE%B1%CE%B9%CF%8C%CF%84%CE%B7%CF%84%CE%B1%CF%82/%CE%A0%CE%B1%CF%81%CE%B1%CF%81%CF%84%CE%AE%CE%BC%CE%B1%CF%84%CE%B1%20%CE%97%CE%A5,%20%CE%93%CE%BB%CF%89%CF%83%CF%83%CE%BF%CE%BC%CE%AC%CE%B8%CE%B5%CE%B9%CE%B1%CF%82/parart\\_hma\\_glwssomatheias\\_\\_12\\_2020\\_el\\_GR.pdf?lve](https://www.asep.gr/webcenter/content/conn/ucmsserver/path/Enterprise%20Libraries/asep/%CE%88%CE%BD%CF%84%CF%85%CF%80%CE%B1/%CE%94%CE%B9%CE%B1%CE%B3%CF%89%CE%BD%CE%B9%CF%83%CE%BC%CF%8E%CE%BD%20%CE%91%CE%A3%CE%95%CE%A0/%CE%9C%CE%B5%20%CE%A3%CE%B5%CE%B9%CF%81%CE%AC%20%CE%A0%CF%81%CE%BF%CF%84%CE%B5%CF%81%CE%B1%CE%B9%CF%8C%CF%84%CE%B7%CF%84%CE%B1%CF%82/%CE%A0%CE%B1%CF%81%CE%B1%CF%81%CF%84%CE%AE%CE%BC%CE%B1%CF%84%CE%B1%20%CE%97%CE%A5,%20%CE%93%CE%BB%CF%89%CF%83%CF%83%CE%BF%CE%BC%CE%AC%CE%B8%CE%B5%CE%B9%CE%B1%CF%82/parart_hma_glwssomatheias__12_2020_el_GR.pdf?lve)

<sup>3</sup> [https://www.asep.gr/guide/6K\\_2020/acceptedtitlespe.html](https://www.asep.gr/guide/6K_2020/acceptedtitlespe.html)

[https://www.asep.gr/guide/6K\\_2020/acceptedtitleste.html](https://www.asep.gr/guide/6K_2020/acceptedtitleste.html)

<sup>4</sup> [https://www.asep.gr/guide/6K\\_2020/acceptedtitlesye.html](https://www.asep.gr/guide/6K_2020/acceptedtitlesye.html)

	<p>Romani dialect or/and of the community's social features.</p> <p>3. A minimum of 6-year of professional experience in a field relevant to the subject matter of the position tendered in Programmes/Structures aimed at Roma integration (social, educational, labor) and empowering. Experience in Mediation. The following are some indicative examples:</p> <ul style="list-style-type: none"> <li>• facilitate access of Programme associates to the settlements/camps</li> <li>• contribute to creating a climate of trust between the Task Force and Roma Community etc</li> </ul>
<p><b>B01, B02, B06, B07, B11, B12, B16, B17:</b></p> <p><b>Regional Task Forces Associates in Social and Humanitarian Sciences</b></p>	<ol style="list-style-type: none"> <li>1. Degree of Higher Education in Social and Humanitarian Sciences or Social Workers/Social Work – according to ASEP (Supreme Employee Selection Board)</li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>
<p><b>B03, B08, B13, B18:</b></p> <p><b>Regional Task Forces Associates in Education Sciences</b></p>	<ol style="list-style-type: none"> <li>1. Higher Education degree in the field of Education/Preschool Education– according to ASEP (Supreme Employee Selection Board)</li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>
<p><b>B04, B09, B14, B19:</b></p> <p><b>Regional Task Forces Special Associates in Economics and Administration Sciences</b></p>	<ol style="list-style-type: none"> <li>1. Higher Education degree in the field of Economic Science or Administration Science– according to ASEP (Supreme Employee Selection Board)</li> <li>2. Good knowledge of English (B2 level).</li> <li>3. Computer skills (text editing, spreadsheets, internet services)</li> <li>4. Minimum 1-year of professional experience relevant to studies</li> </ol>

A table with additional qualifications credits is attached:

<b>Job Code - Specialty</b>	<b>Additional qualifications - Credits</b>		
<p><b>A01: Central Task Force Social Sciences Special Associate - Task Force Coordinator</b></p> <p><b>A02: Central Task Force Economic Sciences/Administration Sciences Special Associate</b></p> <p><b>A03: Central Task Force Civil Engineer / Architect Special Associate</b></p> <p><b>A04: Central Task Force</b></p>	1	PhD in a field relevant the basic University Degree or/and in social policy issues (up to one)	20.
	2	Post-graduate degree in a field relevant to the University Degree or/and in social policy issues (up to one)	15
	3	<p>Additional professional experience (beyond one year or beyond the three-year period for Task Force Coordinator (Code A01) in matters relating to the candidate's specialty.</p> <p>The candidate receives one (1) credit for each month of experience in said object with a maximum of 30 months</p>	up to 30

<b>Legal Sciences Special Associate</b> <b>B01, B02, B06, B07, B11, B12, B16, B17:</b>  <b>Regional Task Forces Associates in Social and Humanitarian Sciences</b> <b>B03, B08, B13, B18:</b>  <b>Regional Task Forces Associates in Education Sciences</b> <b>B04, B09, B14, B19:</b>  <b>Regional Task Forces Special Associates in Economics and Administration Sciences</b>	4	<p>Additional professional experience in projects, actions or programmes related to vulnerable and specific population groups inclusion.</p> <p>The candidate receives one (1) credit for each month of experience in said object with a maximum of 30 months</p>	up to 30
	5	<p>Additional professional experience in Roma inclusion projects, actions or programmes.</p> <p>The candidate receives one (1) credit for each month of experience in said object with a maximum of 30 months.</p>	up to 30
		If the additional professional experience of cases 3, 4 and 5 of the credit table is identical time wise, the credit will be awarded one-off.	
	6.1	Excellent knowledge of English	5
	6.2	Proficient knowledge of English	3
	6.3	Excellent knowledge of a second foreign language	5
	6.4	Proficient knowledge of a second foreign language	3
	7	Candidate's disability over 50%	10
	8	<p>Structured interview</p> <p>The questions will be related to the candidate's personal skills and knowledge of the projects and subjects of the jobs covered by the application. The ability to understand the Project's specificities and difficulties, the capacity to cooperate and take initiatives and the knowledge and experience of the Roma specific social group will be assessed.</p>	up to 40
	<b>A05, B05, B10, B15, B20: Central and Regional Task Forces Special Associates Roma Mediators</b>	1	PhD in a field relevant to the basic University Degree or/and in social policy issues (up to one)
2		Post-graduate degree in a field relevant to the basic University Degree or/and in social policy issues (up to one)	15
3		Higher Education Degree	12
4		Secondary school leaving certificate	10
5		Additional professional experience in mediation with Roma communities	up to 60



		The candidate is awarded two (2) credits for each month of experience in said object with a maximum of 30 months.	
	6	Candidate's disability over 50%	10
	7	Structured interview  The questions will be related to the candidate's personal skills and knowledge of the projects and subjects of the jobs covered by the application. The ability to understand the Project's specificities and difficulties, the capacity to cooperate and take initiatives and the knowledge and experience of Roma social group will be assessed.	up to 40

### 3.4 RANKING OF CANDIDATES

**3.4.1** Each candidate, holding the mandatory qualifications, shall be ranked per job code and specialty in classification tables in descending order of total score, as shown by the sum of credits of the Additional Evaluation Qualifications.

**3.4.2** When awarding credits to formal qualifications, the Master's degree (up to one) and the PhD degree (up to one) are not summed up. If the candidate holds both qualifications (Master's degree and a PhD), the title with the highest credit rating shall be assigned.

**3.4.3** For the job codes A01, A02, A03, A04, B01, B02, B03, B04, B06, B07, B08, B09, B11, B12, B13, B14, B16, B17, B18, B19:

If several candidates have obtained the same score, the candidate with the higher number of credits in additional professional experience in Roma inclusion related projects, actions or programmes will take precedence. Previous professional experience refers to an employment relationship or a work contract in the public or private sector or the provision of services in the wider public or private sector in tasks or projects relevant to the provision of any kind and form of related service.

**3.4.4** For the job codes A05, B05, B10, B15, B20:

If several candidates have obtained the same score, the candidate with the higher number of credits in professional experience beyond six months in mediation issues will take precedence.

**3.4.5** For all tendered positions, in case of a second tie, the candidate with the highest number of credits in the interview criterion shall take precedence; if in such a case, there is still an even score among the candidates, a public draw will be carried out to select among equal-credit candidates. This public draw shall be conducted by the Chairman of the Project Applications Evaluation and Tender Committee in the presence of two more members. A draw will take place between candidates with an even score by randomly selecting a raffle. Minutes will be drawn up to accommodate the public draw and its outcome, signed by all three present members of the Committee. The time and place of carrying out the draw will be disclosed at least two days in advance, uploading a notice on the Awarding Authority and the Ministry of Labor and Social Affairs website.

**3.4.6** Any disability credits will be awarded to applicants with at least fifty per cent (50%) disability rate.

## **5. SCOPE OF CONTRACT-OBLIGATIONS-DELIVERABLES PER JOB CODE**

### **5.1 SCOPE OF CONTRACT**

#### **5.1.1 FOR JOB CODE A01 - TASK FORCE COORDINATOR**

The project objective is to coordinate the Task Force work, to provide specialized services, including education and consultation services, to monitor the implementation of social inclusion programmes at national and regional level, to develop proposals for elaborating a set of policies and measures for Roma social and occupational inclusion and to identify good practices.

It is described in detail in the attached Call

#### **5.1.2 FOR JOB CODE A02**

The project objective will be to provide specialized services, including education and consultation services, to support the input, financial assessment and evaluation of measures and actions under the National Roma Inclusion Strategy, to detect investments at regional and national level that would benefit Roma and to cost any modifications of actions possibly required.

It is described in detail in the attached Call

#### **5.1.3 FOR JOB CODE A03**

The project objective will be to provide specialized services, including education and consultation services, and to support the work of all stakeholders involved in housing rehabilitation, with a view to implementing programmes and actions in the areas of infrastructure, housing, temporary relocation of the population to organized sites and improvement of living conditions in existing camps. The Special Associate will also draw up relevant reports and recommendations pertaining to specifying and implementing the National Strategy for Roma Inclusion objectives in the housing sector and will contribute to planning and carrying out on-site inspections-opinion delivery and guidance on issues relating to living conditions, housing infrastructure and social housing.

It is described in detail in the attached Call

#### **5.1.4 FOR JOB CODE A04**

The objective of the project will be to provide specialized services, including education and consultation services, and to provide legal support on issues related to the Project at central and regional level, on issues relating to the rights and obligations of the benefited parties as well as to the drafting of legal documents in the context of implementing the Project's actions.

It is described in detail in the attached Call

#### **5.1.5 FOR JOB CODE A05**

The project will aim at providing specialized services, including education and consultation services, as well as to support, coordinate Roma mediators of Regional Task Forces work and actions and to oversee their proper involvement per settlement/camp. Another objective is to manage cases and other issues brought forward by benefited parties and bodies in the implementation of policies and actions for Roma social inclusion, empowerment and participation.

#### **5.1.6 FOR JOB CODES B01, B02, B06, B07, B11, B12, B16, B17**

The project objective is to provide specialized services, to monitor the implementation of social inclusion programmes at national and regional level, to develop proposals for elaborating a set of policies and measures for Roma social and occupational inclusion and to apply good practices.

#### **5.1.7 FOR THE JOB CODES B03, B08, B13, B18**

The project aims to provide specialized services and to monitor supporting actions

and interventions in the field of education at regional and local level and to link the relevant Central and Regional Administration bodies for the implementation of Roma social inclusion actions in education at local level.

#### **5.1.8 FOR THE JOB CODES B04, B09, B14, B19**

The project objective is to provide specialized services and to establish a network between local enterprises and Local Government bodies, to cooperate with the relevant departments of Regional and Local Government, but also with the broader public sector (professional chambers etc.) for planning and monitoring targeted programmes to promote Roma towards labor market inclusion or re-inclusion actions, as well as to develop programmes for vulnerable and specific social groups that could also benefit Roma.

#### **5.1.9 FOR THE JOB CODES B05, B10, B15, B20**

The project aims to provide specialized mediation services to manage cases and other issues arising from both the benefited parties and stakeholders on the implementation of social inclusion policies and actions and empowerment of Roma at regional level as well as the establishment of a relationship of trust and open communication between public bodies and Roma community members, especially young people and women.

### **6. DURATION OF THE PROJECT**

The work contracts duration will start on the date of signing the contract up to thirty-six (36) months and not beyond 31/12/2024.

Interim deadlines are set for the individual stages of submission of deliverables, as detailed in section 5.2 of this Call. In case of the co-financed project extension, it is possible to prolong the duration of work contracts subject to specific justification and if it can be justified that it is to the project's best interest.

### **7. CONSIDERATION FOR THE WORKS TO BE CARRIED OUT–PAYMENT METHOD**

The consideration for services provision is as follows:

**7.1** For the Task Force Coordinator (for the Central Task Force Social Sciences Special Associate position with job code number A01), the consideration amounts to four thousand two hundred and sixty EUR (€ 4.260,00), per man-month, including VAT (24%), all insurance contributions and all other third-party deductions and charges.

**7.2** For each Special Associate, the consideration for offered services amounts to two thousand five hundred and fifty EUR (€2.550,00) per man-month, including VAT (24%), all insurance contributions foreseen and any third-party deductions and charges.

In addition, the above fees shall include all costs necessary to complete the project in accordance with the specifications of this call, such as the travel required for the project's proper implementation (With the exception of official travel approved by the Special Service "NSRF Executive Structure of Social Solidarity" (EDKA) with the consent of the General Secretariat for Social Solidarity and Fight Against Poverty), for meetings, etc.

**7.3** The payment of the contractual price for the services provided will be in installments of equal amount and on quarterly basis, upon submission of each deliverable and within thirty (30) calendar days of its approval by the competent Project Delivery Committee upon issuing an approval decision and provided that no clauses or other financial penalties are imposed to the detriment of the Special

Associate.

## **8. CONTRACT MONITORING**

Unit B' Actions Inclusion Support & Monitoring, Systemic Interventions & Project Implementation of EDKA will oversee the overall supervision of the Contractor's work progress and will monitor the Contract execution and management. The Special Service "NSRF Executive Structure of Social Solidarity" (EDKA) will submit recommendations to the competent institution, namely the Minister for Labor and Social Affairs, on all matters relating to proper performance of the contract and the fulfillment of the contractor's obligations, taking the necessary measures in case of failure to comply with the above conditions, in particular with regard to questions relating to the modification of the contract object and the contract duration extension, under the conditions laid down in article 132, L. 4412/2016.

## **9. RECEIPT OF THE CONTRACT OBJECT**

The project will be received by the Project Delivery Committee.

## **10. OBLIGATIONS OF THE SPECIAL ASSOCIATES**

The Special Associate shall:

- a) comply strictly with its contractual obligations,
- b) refrain from acting unfairly, illegally, or abusively during the contract execution stage,
- c) cooperate closely with the Special Service "NSRF Executive Structure of Social Solidarity" (EDKA), as well as with the General Secretariat for Social Solidarity and Fight Against Poverty and take into account any comments on the project's proper execution,
- d) attend official meetings, on request, presenting the information necessary for effective decision-making by the Awarding Authority,
- e) throughout the term of the contract, but also after its expiry or dissolution, the Special Associate shall take appropriate measures to preserve the confidentiality of the information classified as such and which had been provided or discovered during the project execution,
- (f) demonstrate a spirit of cooperation in its contacts with the competent authorities and bodies involved,
- g) throughout the contract duration, but also after its expiry or dissolution, it will keep confidential and will not disclose/notify/deliver to third parties (including representatives of the Greek and international press) without the prior written consent by the Special Service "NSRF Executive Structure of Social Solidarity" (EDKA) and/or the General Secretariat any documents or information that have

come to the Associate's knowledge while providing the services or fulfilling its obligations,

h) not delegate to third parties any responsibilities and duties arising from its contractual obligations,

i) not participate in activities incompatible with its obligations and shall in no way bind the Special Service "NSRF Executive Structure of Social Solidarity" /General Secretariat without its prior written permission,

j) provide its services at the project execution location where the work is carried out, i.e. at the registered seat of the relevant Task Force (Central-Regional), and in particular at the offices to be offered by the Awarding Authority in the context of the project; it shall also provide its services to Roma settlements and wherever necessary during the Project implementation in the context of professional travels

k) provide its services within the statutory contractual full-time 8-hour working schedule per day in consultation with the Awarding Authority but also under extraordinary circumstances, if it is necessary during the Project implementation in the context of professional travels

l) undertake to implement and deliver the project, pursuant to the terms in this call.

#### **11. OBLIGATIONS OF THE CONTRACTING AUTHORITY OBLIGATIONS (Special Service "NSRF Executive Structure of Social Solidarity")**

The Awarding Authority shall:

a) undertake to promptly deliver to its Special Associates the necessary information equipment, any other equipment and the use of offices and cars or, if required, to immediately replace them to ensure smooth performance of their contractual obligations,

b) in the context of contracts' monitoring:

ba) cooperate with the Special Associates and shall consider any views regarding compliance with contractual obligations,

(bc) respond in due time and in writing to questions raised by Special Associates regarding compliance with their contractual obligations,

The Awarding Authority will conclude private contracts for the use of movable and immovable property (gratuitous loan) with the Special Associates for the entire equipment and immovable property to be used (use of offices and cars rented by the Awarding Authority, use of computers, multiple-use machines, offices and other equipment, etc.).

#### **12. DECLARATION OF SPECIAL ASSOCIATES TO BE REVOKED-PENALTIES**

The Awarding Authority may declare the Special Associate in default and the latter be revoked of any right deriving from the contract, if the Awarding Authority ascertains failure or deficiency to perform its duties or non-adherence to its contractual obligations.

### **13. INTELLECTUAL PROPERTY RIGHTS- PROTECTION OF PERSONAL DATA**

Special Associates shall expressly accept and transfer all rights to the property, in any form, all powers deriving therefrom, regardless of mode of exploitation or storage (for example, electronic or hard copy) for as long as the protection of those rights is valid, waiving any relevant right. Furthermore, the Special Associate undertakes not to raise issues related to the moral right of the creator in the event of a new project version, even if this includes necessary changes or additions, at the sole discretion of the Special Service "NSRF Executive Structure of Social Solidarity" and in accordance with the General Secretariat for Social Solidarity and Fight Against Poverty objectives and consent.

### **14. EVALUATION OF APPLICATIONS**

The applications of candidates will be examined and evaluated by the Project Applications Evaluation and Tender Committee in the context of Work Package 2 of the Included Project entitled: "TASK FORCE TO SUPPORT SOCIAL INCLUSION AND EMPOWERMENT OF ROMA".

In the process of evaluating applications, the Committee may request applicants to clarify or supplement the supporting documents submitted. Any clarification or addition of documents submitted by the candidates, without being requested by the Committee, shall not be taken into account.

Any addition or clarification shall not lead to subsequent replacement or submission of supporting documents in compliance with the terms of this Call but shall only involve clarifying or supplementing the already submitted documents or supporting documents with new ones.

In any event, the clarification or addition shall not anyhow introduce discriminatory behaviors, unequal treatment of candidates nor will it give rise to favorable treatment of a particular candidate during the evaluation procedure.

During the evaluation, the Committee shall take the following actions:

- a) Evaluate the candidates' compulsory qualifications based on the submitted supporting documents
- b) Award credits to additional qualifications of candidates who fulfill the mandatory requirements based on the submitted supporting documents
- c) Structured interview (only candidates meeting mandatory criteria will be invited)

Candidates will be informed by phone and/or e-mail to fix the date and time of the

interview to the phone number and/or e-mail address they have indicated as contact details at least 2 days before the date of the interview.

The date and time of the interview shall be determined by the Evaluation Committee members; it shall be mandatory for candidates and may not be changed except for reasons of force majeure.

Any candidate not showing up to the interview shall be rejected.

The interview process can also be performed online (e.g. skype).

d) Minutes drafting, Preparation of a provisional candidates' classification list in descending order per Job Code and submission to the Awarding Authority for approval.

The provisional tables will be posted:

- on the website of the Ministry of Labor and Social Affairs: <https://ypergasias.gov.gr/>

- on the website of the Special Service "NSRF Executive Structure of Social Solidarity", Ministry of Labor and Social Affairs - Social Solidarity Sector: [www.edka.gov.gr](http://www.edka.gov.gr) and

- on the Transparency Portal (Diavgeia) <https://diavgeia.gov.gr>

## **15. SUBMISSION OF COMPLAINTS**

Any complaints will be examined by the Complaints Committee.

Candidates shall reserve the right to lodge a complaint against the provisional lists within an exclusive period of five (5) working days from the date the tables were posted on the website of the Special Service "NSRF Executive Structure of Social Solidarity", Ministry of Labor and Social Affairs - Social Solidarity Sector: [www.edka.gov.gr](http://www.edka.gov.gr) on the Transparency Portal (Diavgeia) <https://diavgeia.gov.gr>

The complaints will be sent by post in a sealed envelope.

## **16. RIGHT TO APPLY**

Natural persons, Greek citizens, are entitled to apply to participate in this Call. Citizens of EU Member States are also entitled to be candidates (L. 2431/1996) subject to the restrictions of article 1(1) thereof.

In case of candidates from European Union Member States, knowledge of the Greek language at C2 level (excellent knowledge) is required for the performance of their duties.

## **17. SUPPORTING DOCUMENTS**

A detailed list of supporting documents can be found in the attached Call

### **18. PLACE AND TIME OF APPLICATIONS SUBMISSION**

Candidates will submit the APPLICATION by post and all SUPPORTING DOCUMENTS required for the Job Code in a sealed envelope.

### **19. PUBLICITY**

This Call will be posted on the website of the Ministry of Labor and Social Affairs: <https://ypergasias.gov.gr/>, on the website of the Special Service "NSRF Executive Structure of Social Solidarity", Ministry of Labor and Social Affairs - Social Solidarity Sector: [www.edka.gov.gr](http://www.edka.gov.gr) on the Transparency Portal (Diavgeia) <https://diavgeia.gov.gr>

For further information and clarification, any interested party may call at 2105281135 and 2105281143 and e-mail to: [vmoutselakis@ypakp.gr](mailto:vmoutselakis@ypakp.gr)