



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: **RESEARCH ON THE CASE-LAW OF THE EUROPEAN COURT OF HUMAN RIGHTS (ECtHR)**

Section 1 Introductory Information

1.1 Assignment:

The objective of the Assignment is to conduct research and prepare the Study on the Case-law of the European Court of Human Rights (ECtHR) that shall elaborate specifically on cases related to administrative disputes, and shall focus on cases relevant for Western Balkan countries.

ReSPA is seeking to engage one Lead Expert who shall conduct research and coordinate preparation of the above-mentioned Study.

A detailed description of the Assignment is provided in the Terms of Reference attached to this Procurement Notice. Interested qualified individuals are invited to apply for this Assignment in order to be considered by ReSPA through a competitive procedure.

1.2 Purpose of the Assignment:

ReSPA will commission, support development, and publish the Study on the Case-law of the European Court of Human Rights (ECtHR). The Study shall deal specifically with the leading cases related to administrative disputes, which are of direct relevance for the Western Balkan countries. The aim of the Study is to contribute towards improvement of the judicial control of administration in the Western Balkan region.

1.3 Expected deliverables / results:

The following deliverables shall be produced and transferred to ReSPA during the course of the Assignment:

- Brief presentation of the relevant Jurisprudence of the European Court of Human Rights and suggestion of cases to be reviewed - by 15 May 2017;
- Interim report on undertaken activities and recommendation for follow up activities – by 21 August 2017;
- Final text of the Study in English, of publishable quality by 25 September 2017;
- Final report to ReSPA by 15 December 2017.

1.4 Tentative timeframe:

The Assignment shall be completed by 15 December 2017.

1.5 Estimated number of days:

The Expert / Consultant is estimated to allocate up to 20 days (detailed description in the ToR) to complete the tasks outlined in the attached Terms of Reference.

1.6 Budget and payment conditions:

The budget for the contract will be based on a daily rate to be agreed upon with ReSPA. The payment is envisaged in up to three instalments.

1.7 Note:

Any individual employed by a company, organization or institution who would like to submit an offer in response to this Procurement Notice must do so in his/her individual capacity, even if he/she expects his/her employer to sign a contract with ReSPA. In such a case the expert shall notify ReSPA in the Application on the company, organization or institution which is his/her employer. **Please note that public servants from ReSPA Members and Kosovo* are not eligible to apply and will not be considered under this Procurement Notice.**

1.8 Request for clarification:

Any request for clarification of this Procurement Notice must be sent in writing by e-mail, to the e-mail address indicated at the end of this Notice, by 5 April 2017 the latest. ReSPA will post the response, including an explanation of the query without identifying the source of inquiry, at its website (www.respaweb.eu) by 7 April 2017.

Section 2 Preparation of CV and supporting documentation

2.1 Language: The CV and supporting documentation shall be written in English language.

2.2 The CV should provide information on qualifications and competencies of the expert, her/his general track record, list of relevant publications, and previous specific experience in similar assignments as stated in the Terms of Reference.

Section 3 Submission of CV and supporting documentation

3.1 Interested individuals are invited to submit the following documentation:

- Personal CV including past experience in similar assignments
- Cover letter explaining motivation for this assignment

3.2 The CV and supporting documentation should be submitted in electronic format by e-mail.

3.3 The e-mail address for submission is: procurement@respaweb.eu

3.4 Deadline:

The CV and supporting documentation must be **submitted before 11.00h (CET) on 12 April 2017**. Late submissions will not be considered for evaluation.

Section 4 Evaluation of CVs

4.1 The CVs will be evaluated based on required qualifications and competences.

4.2 The applicant with the highest final ranking will be invited to negotiate the contract. If negotiations are successful, the selected candidate will be awarded the contract. Should the negotiations fail, the second ranked candidate will be invited for negotiations.

Section 5 Final Considerations

5.1 The payment will be done in up to three instalments upon ReSPA's approval of the deliverables.

5.2 The following document is attached to this Procurement Notice:

- Terms of Reference

5.3 Should you need any further clarifications with respect to this invitation, please contact:

E-mail: procurement@respaweb.eu