



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: **EXPERT SUPPORT REGARDING IMPLEMENTATION OF THE EUROPEAN CONVENTION ON HUMAN RIGHTS (ECHR) IN WESTERN BALKAN COUNTRIES**

Section 1 Introductory Information

1.1 Assignment:

The objective of the Assignment is to prepare and deliver presentations related to the implementation of the European Convention on Human Rights (ECHR), and to support ReSPA in organising the Study Visits to the European Court of Human Rights and Council of Europe.

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 is organising two Study Visits to the Council of Europe (CoE) and to the European Court of Human Rights (ECtHR) in Strasbourg, France, in April and September 2017. Participants of the Study Visits should learn more about the implementation of the European Convention on Human Rights (ECHR). The Study Visits will focus on the CoE work related to development of justice systems, and to the leading cases of the ECtHR related to administrative disputes, which are of direct relevance for the Western Balkan countries. The aim of the Study Visits is to contribute towards improvement of the judicial control of administration in the Western Balkan region. Therefore, ReSPA is in search of an expert in the ECHR to deliver relevant presentations, moderate discussions and support preparation of the Study Visits to Strasbourg.

1.3 Expected deliverables / results:

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

- Two presentations on the Status and Effect of the ECHR in the Western Balkan Countries;
- Report on undertaken activities and recommendations for follow up activities;

1.4 Tentative timeframe:

The Assignment consists of two segments: the first is to be completed between 18 April and 5 May 2017; the second is to be completed between 1 and 20 September 2017.

The assignment foresees work from home and participation at the ReSPA Study Visits in Strasbourg, France, from 25-28 April and from 11-15 September 2017.

1.5 Estimated number of days:

The expert should be engaged for 7 days for each of the two Study Visits. Total engagement should be for 14 working days (detailed description in the ToR).

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 two 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 11 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 two 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