



PROCUREMENT NOTICE FOR EXPERT

Assignment: To prepare, design and conduct the *Analysis of Republic of Macedonia's E-government global positioning and recommendations for improvement*

Section 1 Introductory Information

The National Strategy for e-Government of the Republic of Macedonia defines the main strategic goals and action plan to allow increased usage of ICT (Information and Communication Technologies) for a more efficient public administration. The Strategy has the challenge of enabling implementation and massive utilisation of electronic communications and information technologies.

Several laws and legislative documents cover the organization of e-Government and e-Administration in the Country.

The area of E-Government is also a part of the Working programme of the Government of the Republic of Macedonia and the Action plan. In this regard, the Ministry of Information Society and Administration needs assistance in performing an analysis of Republic of Macedonia's E-government global positioning and recommendations for improvement. The focus of the analysis should be the UN e-government survey, but the expert should also consider other relevant international and EU surveys which have been conducted in the past 5 years. The expert should perform detailed analysis on the indicators included in the international surveys that encompass the areas listed below. The results of the analysis and the recommendations for improvement will result in specific measures with assigned priority that will be implemented by the Ministry of Information Society and Administration and other relevant institutions in the country.

1.1 Assignment:

ReSPA is seeking to engage **one International Expert** who shall prepare, design and conduct the *Analysis of Republic of Macedonia's E-government global positioning and recommendations for improvement*.

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:

Urgent needs mechanism is ReSPA activity that enables ReSPA members and Kosovo* to apply for related expertise support. In the framework of the latter mentioned type of activity ReSPA is looking for one International expert who would need to prepare, design and conduct

the Analysis of Republic of Macedonia's E-government global positioning and recommendations for improvement.

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1.3 Expected deliverables / results:

- Perform detailed analysis in the area of E-government for policy integration and Indicators in the area of E-government for policy integration identified and analyzed
- Perform detailed analysis in the area of transparency and open government and Indicators in the area of transparency and open government identified and analyzed
- Perform detailed analysis in the area of e-participation and Indicators in the area of e-participation identified and analyzed and takes into account and incorporates ReSPA ongoing research in domain of eParticipation for the WB region including Macedonia Roadmap for eParticipation)
- Perform detailed analysis in the area of advancing online services and bridging divides and Indicators in the of advancing online services and bridging divides identified and analyzed
- Perform analysis of Republic of Macedonia's E-government global positioning
- Develop recommendations for improvement

1.4 Tentative timeframe: The Assignment shall be completed by the end of December 2016.

1.5 Estimated number of days: The Expert is estimated to allocate up to 20 working 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, with a payment in one instalment.

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 is his/her employer. **Please note that public servants from ReSPA Members and Kosovo*¹ are not eligible to apply / will not be considered under this Procurement Notice.**

¹ * This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence

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 **23 November 2016** 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 **25 November 2016**.

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 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
- Proposal for daily fee for this assignment
- Methodology

3.2 The CVs 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 CVs and supporting documentation must be **submitted before 17.00h (CET) on 28 November 2016**. Late submissions will not be considered for evaluation.

Section 4 Evaluation of CVs

4.1 The CVs will be evaluated against 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 to negotiations.

4.3 The financial proposal shall specify a daily fee amount in EURO for consultancy fees. Please note that the cost of preparing a proposal and negotiating a contract, including any related travel, is not reimbursable as a direct cost of the Assignment.

Section 5 Final Considerations

5.1 The payment will be done in one instalment following the submission of the final report and after 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, by 23 November 2016 the latest:

E-mail: procurement@respaweb.eu