



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: **RESEARCH ON BETTER REGULATION IN ALBANIA AND KOSOVO*** ¹

Section 1 Introductory Information

1.1 Assignment:

The main objective of the Assignment is to conduct research on Better Regulation in Albania and Kosovo*.

ReSPA is seeking to engage **one Expert / Consultant** who shall conduct research on Better Regulation in Albania and Kosovo*.

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:

The purpose of the Assignment is to conduct research on the progress achieved in Better Regulation in Albania and Kosovo*, and to prepare draft policy recommendations for Albania and Kosovo*. The main expected output is the research report, which will encompass the progress achieved in Better Regulation in Albania and Kosovo*.

1.3 Expected deliverables / results:

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

- 1st draft of the research report – by 21st November 2016;
- Presentation of the Comparative Study at the Regional Conference in Belgrade on 1-2 December 2016
- Final draft of the report which will incorporate the suggestions and recommendations from the Regional Conference, and that shall be of a publishable quality.

1.4 Tentative timeframe: The Assignment shall be completed by 15 December 2016.

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

1.5 Estimated number of days: The Expert / Consultant is estimated to allocate up to 12 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 total ceiling amount of the contract of up to 7,200 euro.

ReSPA will organize and cover costs of the international (economy class) travel, and will provide per diem in line with travel arrangements.

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 / 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 **14 October 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 **17 October 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, 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 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 11.00h (CET) on 19 October 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.

Section 5 Final Considerations

5.1 The payment will be done in one instalment 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