



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: **COMPARATIVE STUDY ON BETTER REGULATION IN THE WESTERN BALKANS**

Section 1 Introductory Information

1.1 Assignment:

The main objective of the Assignment is to conduct a Comparative Study on Better Regulation in the Western Balkans. The Comparative Study should contain an update of the ReSPA Baseline Analysis on Better Regulation developed in 2015, and an indebt analysis of Better Regulation efforts in the Western Balkans.

ReSPA is seeking to engage **one Expert / Consultant** who shall conduct a comparative research and prepare a comprehensive study on Better Regulation in the Western Balkan region.

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 a Comparative Study on Better Regulation in the Western Balkans.

The main expected deliverable is the Comparative Study, which will encompass the progress achieved in Better Regulation in the Western Balkans by mid-2016, and will provide comparisons in the achieved progress among the countries of the Western Balkans.

1.3 Expected deliverables / results:

- Draft of the structure of the Comparative Study – 7 days after contracting;
- 1st draft of the Comparative Study - 50 days after contracting;
- Presentation of the Comparative Study at the Regional Conference in Belgrade on 1-2 December 2016;
- Final draft of the Comparative Study which will incorporate comments, 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 the end of December 2016.

1.5 Estimated number of days: The Expert / Consultant is estimated to allocate up to 25 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 20,000 euro.

ReSPA will organize and cover costs of the international (economy class) / in country 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*¹ 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 **6 September 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 **9 September 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
- Proposal for daily fee for this assignment

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

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

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 13 September 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 gross 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 two instalments, following the submission of 1st draft and the final draft of the Comparative Study, and 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