



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment:

ANALYSIS OF NEW LEGAL FRAMEWORK IN THE AREA OF ADMINISTRATIVE LAW IN MONTENEGRO AND ITS IMPACT ON THE ADMINISTRATIVE COURT OF MONTENEGRO

Section 1 Introductory Information

1.1 Assignment:

The main objective of the Assignment is to conduct analysis of the new legal framework in the area of administrative law in Montenegro and its impact on the Administrative Court of Montenegro.

ReSPA is seeking to engage **one Expert / Consultant** who shall conduct the above mentioned analysis.

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 analysis of the new legal framework in the area of administrative law in Montenegro and to assess its impact on the Administrative Court of Montenegro. The outcome of the assessment shall be presented in the form of recommendations for improvement of organisation and functioning of the Administrative Court of Montenegro.

1.3 Expected deliverables / results:

The Analysis shall provide the following results:

- The current state of functioning of the Administrative Court in Montenegro (legal and organizational aspects) and possibilities and recommendations for improvement;
- Number and types of cases (from current cases) in which single-judges could make decisions;
- Recommendations referring to deciding in full jurisdiction.

1.4 **Tentative timeframe:** The Assignment shall be completed by 25 November 2016.

1.5 Estimated number of days: The Expert / Consultant is estimated to allocate up to 16 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 9,600 euro.

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 Montenegro, as well as from other 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 **24 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 **25 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 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 26 October 2016**. Late submissions will not be considered for evaluation.

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.

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