



PROCUREMENT NOTICE FOR EXPERT

Assignment: – “Training for Introduction in e-Government” for civil servants in Montenegro

Section 1 Introductory Information

1.1 Assignment:

Development of e-government in general is one of the most important goals of Montenegrin government in the following period. Involvement of civil servants in this process is one of the most important key factors for its success. Previous period shows that civil servant, in general, does not have any information or knowledge about e-government, thinking that this topic is not their priority, but only belongs to IT experts within administration. This situation can be improved organizing awareness training for civil servants in Montenegro, to share base knowledge about e-government and to encourage civil servant to have active participation in e-government implementation.

To improve previously described situation, Ministry for information society (MIS), as a leader in e-government process in Montenegro, in cooperation with Human Recourse Management Authority (HRMA) as a responsible body for training of civil servants in Montenegro, plan to implement a project “Training for Introduction in e-Government” for civil servants in Montenegro. This training is part of “Three years’ program for trainings of civil servants in Montenegro”, where the above-mentioned training should be delivered to all civil servants in Montenegro, in a three years period.

Having in mind that there is no experience for this project, MIS and HRMA needs technical assistance – expert that will develop training materials for above mentioned training and provide training of trainers for selected candidates for trainers. Those selected candidates should be civil servants from Montenegro, whose task will be to provide “Training for Introduction in e-Government” to Montenegro’s civil servants in the future.

1.2 Purpose of the Assignment:

So, the purpose of the proposed project “Training of trainers for E-government in Montenegro” is to draft training materials and train trainers which will deliver “Training for Introduction in e-Government” to Montenegro’s civil servants in the next three years period.

1.3 Expected deliverables / results:

1. Training materials for the course “Introduction of e-government” which should include teacher book and Power Point presentation. At least, the following topics should be covered:

- Definition of e-government
- Key success factors
- Key preconditions for e-government implementation
- Benefits from e-government
- The role of civil servants in e-government implementation
- G2G, G2B, G2C and E-government services
- Phases of development of e-government services
- Definition of e-Gov 2.0 and e-Gov 3.0
- Case Study

1.1. Teacher book should include all relevant information and knowledge, divided by topics and lessons with correlation to supporting slides in PowerPoint presentation.

1.2. Power Point presentation should be done following best practices for presentations and Power Point handouts will be used as notes for students.

2. Case study should be easy understandable and training-friendly successful case from ReSPA region, with high level of visibility and usage in the origin country and include all relevant information about project implementation (business processes changed, change management, used technologies, implementation, promotion activities, results, budget, return on investment).

3. Materials should ensure training with duration of 1 day (6 school lessons).

3.1. Materials should be written in Montenegrin language and provided to beneficiary institution in .docx and .ppt format.

4. Training of trainers

4.1. Training of trainers should be focused on transferring of expert knowledge on the topic and information about the techniques and methods of training delivery to the selected trainers (4).

4.2. The expert should deliver training based of training materials to the trainers and discuss the material with them. During the training expert, should give instructions to the trainers where to put a focus during their presentation, where and how to initialize interaction with students, how to have a control during classes.

4.3. The expert should deliver a pilot-training to selected group of civil servants, where selected trainers will be present as observers.

4.4. Above mentioned trainings will be done on Montenegrin language.

4.5. Selected trainers should deliver pilot-trainings to selected group of civil servants, where expert will monitor them and give them some comments and recommendations.

4.6. Expert will draft evaluation methodology for the future trainings and explain to the selected trainers' key points about training evaluation and future development of the course.

1.4 Tentative timeframe: The Assignment shall be completed by end of April 2017.

1.5 Estimated number of days: The Expert is estimated to allocate up to 15 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.**

1.8 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 **16 March 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 **17 March 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 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 methodology

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

- Proposal for daily fee 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 17.00h (CET) on 20 March 2017**. 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 16 March 2017 the latest:

E-mail: procurement@respaweb.eu