Terms of Reference

Expert for developing a software solution for a unified system for collecting information on conducted public procurement procedures

Background

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo*1 is a beneficiary and observer. ReSPA's purpose is to help governments in the region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA, during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries.

This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

(1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;

(2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;

(3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

Following consultations and expressed interest of ReSPA Members and Kosovo*, it has been decided that ReSPA should implement the specific scheme for its stakeholders: the In-country support for limited needs. This Mechanism addresses specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

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[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

This Terms of Reference (ToR) refers to the request submitted to ReSPA by the Montenegrin Public Procurement Authority requiring the expert's support in development of a unified system for collecting information on conducted public procurement procedures and preparation of annual report in more efficient way.

Description of Assignment

The Public Procurement Law regulates the method and procedure for procurement of goods, services and works, protection of rights in public procurement procedure and other issues relevant for public procurement.

The Law also provides that all contracting authorities must keep records on all public procurement procedures – on conducted procedures and concluded public procurement contracts, about which they shall report annually to the PPA. These information represent a basis for preparation of the PPA's annual report, which is then submitted to the Government and published at the Public Procurement Portal. Moreover, the PPA prepares a list of contracting authorities and publishes it on the Public Procurement Portal and submits annual reports on public procurement to the Government of Montnegro. New Law on Amendments to the Law on Public Procurement was adopted by the Government in late June 2017. The coresponding implementing act - Rulebook on Report on conducted procedures and concluded contracts on public procurement, low value procurement and emergency procurement was adopted in late August 2017.

The contracting authorities have the legal obligation of keeping the records on concluded public contracts on standard forms prescribed by the implementing regulations - Rulebook on Report on conducted procedures and concluded contracts on public procurement, low value procurement and emergency procurement. Since the Rulebook was adopted at the end of august 2017, the development of a new software is quite necessary and urgent due to obligation of a unified method of reporting to the PPA by contracting authorities.

Tasks and Responsibilities

The main goal of this assistance requested from ReSPA would be creation of the software solution - Report on conducted procedures and concluded contracts on public procurement, low value procurement and emergency procurement, which would enable the contracting authorities to keep record of concluded public contracts as well to send this information electronically to PPA.

The information compiled in this way will serve as a basis to PPA for generating its annual report, which is submitted to the Government of Montenegro for adoption each year. The Report on Procedures Conducted and Contracts on Public Procurement, Low Value Procurement and Emergency Procurement includes three types of forms:

- Form A (Report on Procedures Conducted and Contracts on Public Procurement),
- Form B (Report on Low Value Procurement) and
- Form C (Report on Emergency Procurement).

The assistance from ReSPA would encompass recruitment of an expert for development of this new software solution.

The expert should conduct the following tasks:

- Familiarization with implementing regulations
- Running consultations with the PPA about the layout and new templates
- Software development
- Testing of the software
- Putting the system into operation

Necessary Qualifications

The Expert shall possess the following qualifications:

Qualifications and skills:

- A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in ICT; or a level of education which corresponds to completed university studies of at least 3 years attested by a diploma in ICT, followed by professional experience of at least 1 year relevant to the duties involved; this will be considered as an integral part of the diploma and cannot be counted towards the professional experience required below;

- Object Oriented Programming – Implementation of object oriented design patterns and can architect code effectively in an OO way.

- Knowledge of the Ecosystem – Skilled in the use of the technologies in the Java ecosystem: Spring and Hibernate.

- Databases – Knowledge of the intricacies of SQL queries. Basic CRUD operations and things like joins, aggregations, and indexing.

- Data Structures & Collections – Knowing the ins and outs of data structures such as List, Map, Set, Vectors, and Matrix.

- Web Technologies like HTML, CSS, JavaScript and JQuery

- Fluency in Bosnian/Croatian/Serbian Language as well as in English Language.

General professional experience:

- At least five years of professional experience in the area of ICT systems implementation.
- Knowledge of Montenegrin legislation will be an asset.

- Engagement in Western Balkans countries on similar projects will be considered as an advantage

Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed during **January 2018**.

All of the activities foreseen to be implemented by the expert will be done with the close and continuous assistance of the PPA staff. The Expert shall cooperate with PPA, as well as ReSPA in regard to the assignment. The Expert shall take into consideration comments and suggestions received.

The final products will be subject of approval from both PPA and ReSPA before the payment of honoraria is executed.

Remunerations

The assignment foresees **up to 11 working days** including one day for preparation of the report on the conducted assignment.

The payment will be done in one instalment on completion of the assignment and the approval of the outputs by both PPA and ReSPA.

Note: No other costs will be paid for implementation of the assignment.

Reporting and Final Documentation

The expert will be requested to deliver the following documents before the payment is conducted:

Documents required for payment

- Invoice (original and signed);
- Timesheet (original and signed);
- Report in English on the conducted assignment.