

Procurement Notice

Assignment name: *Expert for revision and update of the call for proposals and assistance in procurement process related to Development of ReSPA Business Information System*

Activity number: n/a

Section 1. Introductory Information

1.1 Background information on the Regional School of Public Administration (ReSPA)

The Regional School of Public Administration (ReSPA) is an 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, North Macedonia, Montenegro and Serbia, while Kosovo*¹ is a beneficiary. 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 for the membership of the European Union.

ReSPA establishes close co-operation with ministers, senior public servants and heads of function in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organisations. Since its inception, ReSPA, as an international organization and a key regional endeavor in Public Administration Reform, has contributed to capacity-building and networking activities through in-country support mechanisms, peering and the production of regional research material.

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application:

The CVs (maximum 5 pages, Ariel 11) and supporting documentation shall be prepared in English.

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



2.2 The CVs should provide information on the qualifications and competencies of the applicant, her/his general track record and previous specific experience in similar assignments, as required by the Terms of Reference. The applicants should particularly state in their CVs:

- ✓ General professional experience;
- ✓ Specific professional experience, in line with ToR.

2.3 The required qualifications and skills: as per Terms of Reference

Section 3. Submission of CVs and supporting documentation

3.1 The interested candidates are invited to submit a proposal consisting of the following documentation:

- ✓ Proposal: explaining their experience related to the subject and how they intend to respond to the assignment;
- ✓ Personal CV including past experience in similar activities and particularly issues referred to under point 2.2 of this Procurement Notice;
- ✓ At least three contacts for references (name and position of referee, email address and phone number) which may be contacted by ReSPA. (NOTE: There is no need to submit reference letters; ReSPA will directly contact the referees).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **28 August 2019** before 16:00 CET+1 (Podgorica). Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: BISTOR**

Public servants from ReSPA Members and Kosovo* are not eligible to apply.

Selection 4. Evaluation of offers

4.1 The offer will be evaluated against the required qualifications, experience, skills and competencies as defined in the Terms of Reference.

4.2 The applicant securing the highest final ranking will be invited to submit a financial proposal (the financial proposal shall specify a total sum amount in EURO for expert's daily fee) and negotiate the contract. If negotiations are successful, the selected candidate will be awarded the contract. Should the negotiations fail; the next ranked candidate will be invited to negotiations.



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Section 5. Final Considerations

5.1 The payment will be done in two installments, as explained in the Terms of Reference, following the submission and approval of the deliverables.

5.2 The following document is attached to this Procurement Notice: Terms of Reference

5.3 ReSPA reserves the right to cancel this procurement procedure at any moment without any compensation to the applicants. The cost of preparing a proposal and negotiating a contract, including any related travel, cannot be reimbursed by ReSPA under any circumstances nor can ReSPA be held liable for it, regardless the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact: Mr. Vlatko Naumovski, Operations and Finance Manager – Coordinator, via e-mail: v.naumovski@respaweb.eu, by **19 August 2019**, 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 **23 August 2019**.



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Terms of Reference

External Expert Services

Introduction

The Regional School of Public Administration (ReSPA) is the international and 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, North Macedonia, Montenegro and Serbia, while Kosovo^{*2} is a beneficiary. 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 for the membership of the European Union.

ReSPA establishes close co-operation with ministers, senior public servants and heads of function in Member countries.

ReSPA is implementing its activities through the Secretariat which is consisting of 15 staff members from the Western Balkan region. The Secretariat is located in Danilovgrad, Montenegro.

The Secretariat currently operates a Windows Server 2008 both physical and virtual environment. The current system supporting the major internal processes at ReSPA is EDOPS Software, which is mixed software solution of Document Management System and Enterprise Resource Planning System. EDOPS is licensed software tailored and modified for ReSPA needs. More information about the platform is available at www.edops.co.rs

² 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



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Background

During 2017 ReSPA has engaged external expert to conduct screening and document the update of the established internal procedures in communication with the ReSPA Secretariat. In this process the expert has conducted Analysis/Audit of the current overall internal processes by work station hand in hand with the ReSPA Secretariat, and have documented the agreed system requirements imposed by the updated internal control system, compliant with the update of the ReSPA Staff Regulations and the Financial Regulations and aligned with the processes performed in the current software solution – EDOPS. Based on the communication with the Secretariat and related system analysis, an overall status report was compiled, presented and adopted by ReSPA Governing Board who has selected the optimal solution for software development and has allocated financial resources for its implementation.

Consequently, in the second part of the engagement the expert has developed TOR for Business Information System (Call for proposals), and have conducted comprehensive market research of available credible companies in the region – capable to bid and perform the required tasks. Initial TOR for development of Business information System will be provided to the selected expert after signing the contract and statement of confidentiality. The period of Software implementation was estimated to be 3 years.

However, in 2017 the call for proposals was postponed until finalising the financial framework model, for which at present the estimated funds are appropriated within the new EC Grant Budget, signed in May 2019, and period of implementation of 36 months.

Purpose

The purpose of this project is to conduct analysis and accommodation of the previously developed TOR for BIS in order to be aligned with the modifications made in the past 2 years and the current status in ReSPA Financial/Operational and program performance. Also, the expert will be required to provide expert support in the overall procurement process, which includes update and alignment of the TOR for BIS to the PRAG requirements, and expert participation in the capacity of Advisor and Observer in the follow up procurement process up to the signing of the contract with the winning bidder.

In the tendering phase the selected expert should provide expert assistance to the Chair of the procurement process in terms of analysing variables of proposals, recommend solutions, questions and responses from ReSPA. Performance of these tasks should be done in unbiased manner and equal transparent approach to all variables presented by each bidder. The expert should avoid any kind of influence or implication of influence to decisions made by the tender evaluation members, for which inputs should be provided upon required clarification from the Chair of the tender committee, compiled in an inclusive manner among the evaluation members, which should be replied in a structured manner and with prior reference to the available documentation or other references relevant to the issue.

Objectives, Tasks and Responsibilities

Within the scope of the assignment, this activity will be overseen by the ReSPA Finance and Operations unit. The consultant will take the following broad approach in accomplishment of the terms of reference, for which the following tasks and responsibilities should be performed:

1. Review of the initial TOR for BIS development, conduct analysis of the current internal processes, recent developments and set requirements stipulated in the updated internal control system – compare discrepancies between the initial TOR and newly identified cases/actions for which it is necessary to be updated. Present the findings to the secretariat

Projected maximum level of effort for this item is up to *5 expert days*

2. Update the initial draft TOR for BIS development, update the initial Market research of credible companies in the region which are capable to bid and implement the updated TOR requirements. Present the updates to the Secretariat.

Projected maximum level of effort for this item is up to *7 expert days*

3. Support to compiling the tender documentation in line with the provisions in the TOR for BIS development and the Practical Guide for Contract Procedures for EU External Actions (hereinafter: PRAG) requirements and forms. In particular, the expert should identify critical areas in PRAG forms and regulations and should



provide specific inputs referred to those requirements so to be included in the development and finalisation of complete tender documentation for Software Development. The expert should present and elaborate these critical requirements and inputs to the responsible member of Secretariat.

Projected maximum level of effort for this item is up to 3 *expert days*

4. During the tendering process consultant in the capacity of Advisor will be required to provide expert analysis, clarification and recommendations related to provided questions by potential bidders, as well as recommend content of replies that should be provided by ReSPA.

Projected maximum level of effort for this item is up to 3 *expert days* (in case there are questions or request for clarification by potential bidders for which expert assistance will be required).

5. During the tendering process, upon an invitation from the Chair of the committee, the consultant will be required to participate in the tender evaluation process in capacity of Observer in the evaluation committee, providing assistance and clarification of the proposal content, variables and methodologies against the updated system specification requirements (Call for proposals – TOR) – following the principles of confidentiality and impartiality for which consultant will be required to sign the appropriate statements.

Projected maximum level of effort for this item is up to 7 *expert days* (pending requirements for expert participation and expert assistance during the evaluation meetings)

Maximum level of effort is up to 25 Expert days.

Necessary Qualifications

ReSPA is looking to engage one consultant-expert (private or legal entity) to be in charge of the overall implementation of the Analysis. The expert shall possess the following qualifications:



- University Degree or higher in Information and Communication Technologies, engineering or related field
- Minimum of 10 + years of relevant IT professional experience;
- Prior experience should include a full range of activities from ERP planning process and ERP implementation projects.
- Senior (managerial) level experience in design, plan and implementation of ERP systems, procurement and drafting Calls for proposals for IT system developments
- Proven experience in software/database development, integration of ERP systems; gained knowledge and skills on latest developments in the IT systems (certificates, achievements, references);
- Expert knowledge in Business Intelligence (BI) tools and BI software;
- Strong understanding of IT general and ERP application controls;
- Good knowledge of fundamental modules supporting the administrative, financial, operational and program activities of corporate and/ or public financial management entities;
- Experience in public procurement procedures:
- Technical accounting and/or information technology knowledge;
- Ability to work well with a team as well as independently;
- Ability to work under pressure and against deadlines;
- Excellent communication/presentation skills, facility in working with teams and capacity to compose clear and readable narrative reports;
- Strong oral and written communication skills and excellent knowledge of English language.

Timing and Location

This engagement envisages up to 25 Expert days – allocated for each individual item specified in these Terms of Reference, part Tasks and responsibilities. For the performance of this project the exact timetable will be determined in communication with the consultant and upon prior approval by the Chair of the procurement process. The assignment will be undertaken in the period between September 2019 – March 2020.



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Remuneration

The assignment foresees up to 25 working days. The expert fee is all inclusive price for the expert performance, no additional costs will be borne by ReSPA related to this assignment, whatsoever.

Payment will be done in two instalments, one after completion of items 1,2,3 of the above listed tasks and Responsibilities, second after completion of the tendering process for selection of best offer for development of BIS.

Reporting and Final Documentation

The consultant will be requested to deliver the following documents:

- *Updated system specification – TOR, along with short narrative report which will include description of work done and follow-up activities – to be submitted in English, word and pdf format, subject of approval by ReSPA*
- *Updated market research, along with short narrative report which will include description of work done and follow-up activities – to be submitted in English, word and pdf format, subject of approval by ReSPA*
- *Overview and List of actions performed during the tendering process and provided external expert assistance*
- *Timesheet (signed originals), subject of approval by ReSPA*