



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: **TRAININGS ON REGULATORY IMPACT ASSESSMENT (RIA) IN MONTENEGRO AND PREPARATION OF THE RIA CHECK LIST**

Section 1 Introductory Information

1.1 Assignment:

The main objective of the Assignment is to prepare and deliver trainings on Regulatory Impact Assessment (RIA) in Montenegro and to prepare the RIA check-list for Montenegro.

ReSPA is seeking to engage **one Expert / Consultant** who shall perform the above-mentioned Assignment.

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 train public servants in Montenegro on RIA, and to prepare the RIA check-list for the RIA oversight unit in the Ministry of Finance of Montenegro.

1.3 Expected deliverable:

The main expected deliverables are four RIA trainings and the RIA check-list.

1.4 **Tentative timeframe:** The Assignment shall be completed between 25 June and 30 November 2018.

1.5 **Estimated number of days:** The Expert / Consultant is estimated to allocate up to 16 days to complete the tasks outlined in the attached Terms of Reference (ToR).

1.6 **Budget:** The budget for the contract will be based on a daily rate to be agreed upon with ReSPA.

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 **18 June 2018** 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 **19 June 2018**.

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 a 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 2 p.m. CET on 20 June 2018**. 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, as indicated in the Terms of Reference.

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.

¹ * This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Advisory Opinion on the Kosovo declaration of independence.

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 reports, and ReSPA's approval of the deliverable.

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