



## **PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT**

Assignment: **SOFTWARE DEVELOPMENT FOR PUBLIC POLICY SECRETARIAT IN SERBIA**

### **Section 1 Introductory Information**

#### **1.1 Assignment:**

The purpose of this Assignment is to support the Public Policy Secretariat (PPS) of the Republic of Serbia to develop a software, and establish an on-line system for management of initiatives (requests) for simplification of administrative procedures that are submitted through its website by citizens and businesses. This software should contribute to the improvement of public consultations related to policies and legislation in the Republic of Serbia.

The Expert is expected to perform the following tasks:

- To review the specific technical capacity and needs of the PPS;
- To develop and install the software solution as described in the Terms of Reference;
- To prepare the report on completed activities to be submitted to ReSPA in English language.

Within the above framework, the Expert is expected to liaise with appointed person from the PPS, and the ReSPA Programme Manager in charge for management of this Activity, and to take into consideration the instructions received beforehand.

The Assignment is to be completed between 15 and 31 October 2018.

- The Level of Effort is estimated at 8 (eight) working days, as follows:
  - 1/2 (half) day for meetings with PPS staff and confirming the details of the Assignment;
  - 7 (seven) working days for developing and installing the software solution;
  - 1/2 (half) day for preparation of the report for ReSPA.

The Assignment foresees work in Belgrade, Serbia. It is expected that the Expert will be based in Belgrade, Serbia and therefore travel costs are not envisaged.

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

1.3 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\*<sup>1</sup> are not eligible to apply / will not be considered under this Procurement Notice.**

1.4 Requests 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 **8 October 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](http://www.respaweb.eu)) by **9 October 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, 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 daily fee for this Assignment.

3.2 The CVs and supporting documentation should be submitted in electronic format by e-mail. **Submissions should bear the following reference: 17070 – SER - IT**

3.3 The e-mail address for submission is: [procurement@respaweb.eu](mailto:procurement@respaweb.eu)

3.4 Deadline: The CVs and supporting documentation must be **submitted before 10 a.m. on 10 October 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.

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<sup>1</sup> \* 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

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 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 one instalment, following the submission of the final report, and PPS's 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](mailto:procurement@respaweb.eu)