Procurement Notice

Assignment name: **Senior Expert in eGovernment**

Activity number: 20035 Advance Phase of PA Awards Ceremony Design and Event Execution

Section 1. Introductory Information

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

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, Montenegro, North Macedonia and Serbia, while Kosovo* 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 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. The European Commission (EC) provides funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

As COVID-19 continues to spread around the world, the governments of the Western Balkans are facing fundamental and rapid challenges calling for a major rethink of policy priorities, financing decisions, and delivery approaches.

To highlight the government initiatives that advance, promote, and anchor their public administrations' innovative, effective, inclusive, and adaptable tools and systems for dealing with extraordinary situations like the current pandemic (especially in terms of public health and economy); and to support the further building of strong public governance systems in countries members of the Regional School of Public Administration - ReSPA and OECD/SIGMA have initiated the Public Administration Awards in the Western Balkans (the PA Awards) as a unique awards system with a purpose to identify, promote, learn from, and recognize inspiring practices, initiatives, services, and measures by governments during the coronavirus (COVID-19) crisis.

The 2020 Western Balkans PA Awards being given to the most effective and inventive responses to the COVID-19 challenges, ReSPA will feature and follow-up these as a source of inspiration, added value, and a major differentiator in the region and wider.

To build on the above described, the Follow up phase will i) acknowledge the awarded achievements and highlight the key role that quick response and innovation needs to play for the governments in the Western Balkans and the larger public administration system to successfully address the global challenges of the present and future; ii) encompass methodology (discovery and planning) and iii) define a road map for the phase in subject.

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application:

The CVs (maximum 3 pages, Ariel 11) and supporting documentation shall be prepared in English.

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 **30 October 2020** before 3 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference:** *20035 Senior Expert in eGovernment.*

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.

Section 5. Final Considerations

5.1 The payment will be done in one installment, 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 Goran Pastrovic, Programme Manager via e-mail: g.pastrovic@respaweb.eu, by **26 October 2020** (midnight), 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 **28 October 2020**.

Terms of Reference

Request for Services

Senior Expert in eGovernment

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, Montenegro, North Macedonia and Serbia, while Kosovo* 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 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. The European Commission (EC) provides funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

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Tasks and Responsibilities

In close collaboration with ReSPA Programme Manager and Senior Expert in Quality in Public Administration and Public Services, *Senior Expert in eGovernment* will be responsible for the following tasks:

Preparatory activities – December 2020 up to one (1) working day

- Get basic familiarity with Multi-Sectoral Needs Analysis including ReSPA Working groups and Programming Committee
- Get basic familiarity with Public Administration Awards results and awarded cases
- Become familiar with recommendations from Seasonal School on Rapid Innovation Lab 2020
- Get basic familiarity with ReSPA publication on Roadmaps for eParticipation.

Discovery and planning phase of the Follow-up to PA Awards – January – February 2021 up to six (6) working days

Discovery
- Support to design of methodological approach towards the follow-up phase from the eGovernment perspective taking
- Contribute to the Needs assessment phase with the strong emphasis on eGovernment pilots (methodology to be obtained from Senior Expert in Quality of Public Administrations and Public Services)
- Support formulation of the recommendations for the improvement of the applications received for PA Awards 2020 and related follow up

Total number of days is up to seven (7) working days.

Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- At least a BSc/BA degree in Computer Science, Human Resource Management, Social Sciences, Public Administration, or other related fields;

General professional experience:

- At least 10 years of relevant experience in the field of event management, innovation, ideation process planning, strategic development or IT;

Specific professional experience:

- Relevant international experience in speaking/training on the topic of eGovernment in the Western Balkans and at the global scale.

Skills:

- Team work;
- Training skills and moderation skills;
- High presentation skills;
- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

Timing and Location

The assignment foresees work from home including on line events. The assignment will be realized during December 2020 – February 2022. The assignment will require up to seven (7) working days.

Remunerations

The payment will be done in one installment after the completion of all envisaged tasks as described in the Tasks and Responsibilities.

Activity	Max. No. of working days
Preparation	1
Discovery and planning phase	6
TOTAL:	**7**

Note: No other costs will be covered apart from the expert costs per day. The expert cost per day comprises of expert's fee per day and a lump sum for covering related costs which include, travel, accommodation, local transport, meals and other incidentals.

ReSPA reserves the right to change the timing and volume of the assignment and will timely inform assigned expert if such changes occur.

Reporting and Final Documentation

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

Outputs

- All the foreseen activities and outputs as described in the Tasks and responsibilities.

Documents required for payment

- Invoices (original and signed);

- Timesheets (original and signed);

- Brief Report on deliverables (up to 1.5 page)