

Procurement Notice

Assignment name: Senior eGovernment Expert

Activity number: In-country mechanism in Albania

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, 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 Neighborhood 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 organisation and a key regional endeavour 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.

In-country mechanism is ReSPA activity that enables ReSPA members to apply for related expertise support. In the framework of the latter mentioned type of activity ReSPA is looking for Senior eGovernment Expert who would need to overview on situation in Montenegro concerning digital infrastructure, stakeholders involved and services in place, build or planned, prepare set of recommendations on methodology for realization of Catalogue of services, determine possible gaps and design shortcomings that may be obstacles for service delivery or further development of robust digital infrastructure, prepare simple implementation plan for selected services and set of recommendations and solutions that will improve ability for further service creation and optimization of whole digital ecosystem.

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.

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 **15 May 2020** before 5 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: *Senior eGovernment Expert, In-country support in Albania***

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 **11 May 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 **13 May 2020**.

Terms of Reference

Request for Services

Senior eGovernment Expert

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, 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.

The European Commission (EC) provides directly managed funds for the support of the ReSPA activities (research, training and networking programmes) in line with the EU accession process.

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There is one network – Programme Committee composed of the representatives of institutions in charge of PAR, Public Financial Management (PFM) and government policy planning and the European Integration (EI) coordination process and five Working groups: (1) Centre-of-Government Institutions; 2) Better Regulation; 3) Human Resource Management and Development; 4) E-Governance; and 5) Quality Management.

In-country mechanism is ReSPA activity that enables ReSPA members to apply for related expertise support. In the framework of the latter mentioned type of activity ReSPA is looking for Senior eGovernment Expert who would need to overview on situation in Montenegro concerning digital infrastructure, stakeholders involved and services in place, build or planned, prepare set of recommendations on methodology for realization of Catalogue of services, determine possible gaps and design shortcomings that may be obstacles for service delivery or further development of robust digital infrastructure, prepare simple implementation plan for selected services and set of recommendations and solutions that will improve ability for further service creation and optimization of whole digital ecosystem.

2. Description of the assignment

² * 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

The main goal of National Authority for Electronic Certification and Cyber Security of Albania for 2020 is to approve the National Cyber Security Strategy, set up and equip the National CIRT (National Computer Incident Response Teams) with the necessary monitoring and control systems, which are the most important tasks in implementation and compliance with NIS Directive ³and Legislation in force. The National Strategy for cyber security is in line with Digital Agenda Strategy and PAR Strategy that all together are in line with National Security Strategy.

The protection of critical information infrastructures is one of the policy objectives of the National Strategy for Cyber Security 2020-2025. Also, there have been identified one specific objective “Strengthen and implement security measures in critical and important information infrastructures” and two sub-objectives “Analyze critical and important information infrastructures for cyber risk assessment and management” and “Assessment on Critical and Important Information Infrastructures for Measuring the Level of Cyber Security Readiness”. In order to provide support for the above mentioned specific objective, external support is needed. The Senior eGovernment Expert needs to analyze the draft National Strategy for Cyber Security and to have a clear picture of stakeholders that are listed in the DCM (Decision of Counsel of Ministers) of Critical and Important Information Infrastructures. Based on the above, the consultant is required:

- To assess the level of risk for individual CII (Critical Information Infrastructures) operators and rate them based on the risk and impact
- To assess the level of readiness of CII operators
- To draft an operational framework to increase the readiness of cyber security of the CII operators.

3. Tasks and responsibilities

The Expert shall conduct the following:

- 1) Review of legal framework on cyber security in Albania (2 working days);
- 2) Development of a data collection instrument (2 working days);
- 3) Design methodology based on desk research processes to assess the level of risk of each critical information infrastructure (3 working days);
- 4) The consultant should distribute the methodology to the CII and rate them based on the risk and impact in a national level (3 working days);
- 5) Design the report (1 working day);

The Expert shall take into considerations the comments and suggestions received from ReSPA staff. The engaged Expert will liaise directly with ReSPA and take into consideration the instructions received beforehand.

The final products will be subject to approval from ReSPA before the payment is executed.

³ European Parliament and Council Directive (EU) 2016/1148 "On Measures for a Common High Level of Network Security and Information Systems in the European Union" (NIS).

Total number of days is up to eleven (11) working days.

4. Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- At least Master's Degree in Information Technology, ICT, Computer Science, Information Science or equivalent;

General professional experience:

- Minimum of 5 years or more experience in information security industry;
- Minimum of 4 years working in projects financed by national/international organizations related to information systems;

Specific professional experience:

- Experience in information systems and information security and be familiar with and Albanian legislation on cyber security
- Ability to write detailed documentation for both technical and non-technical audiences;

Skills:

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

5. Timing and Location

The assignment foresees work from home including on line consultations and if possible on-the site (taking into account COVID-19 pandemic and aligned state regulations) in Albania which should agreed with final beneficiary. The assignment will be realized during May – July 2020. The assignment will require up to up to eleven (11) working days.

6. Remunerations

The assignment will require up to up to eleven (11) working days.

The payment will be done in one installment after realization and validation of deliverables

Note: No other costs will be covered apart from the expert cost 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.

7. 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);
- Report.