

Procurement Notice

Assignment name: **Senior eGovernment Expert**

Activity number: **19006 Design and roll-out of the Zero Open Data guidelines**

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, 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 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.

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

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

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 **24 October 2019** before 5 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: 19006 Senior eGovernment Expert - Design and roll-out of the Zero Open Data guidelines**

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 **18 October 2019** (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 **21 October 2019**.

Terms of Reference

Request for Services

Senior eGovernment Expert

Design and roll-out of the Zero Open Data guidelines

1. 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 and anchor solid and 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 organizations. 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.

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. So far, three EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2015. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives (*Specific objective 1: Improved implementation of PAR and PFM Strategies in the Western Balkans, Specific objective 2: Improved professionalization and depoliticization of the Senior Civil Service and Specific objective 3: Improved quality of public services*) during the period 2019-2021.

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) eGovernment; and 5) Quality Management.

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

2. Description of the assignment

ReSPA established the network on eGovernment in 2011, nowadays called eGovernment Working Group. It is composed of senior professionals, decision makers and expert practitioners who can support regional cooperation by deploying on eGovernment to build trust and collaboration across governments and with end users as well as support to improving collaboration across government institutions. ReSPA gave priority to the process of transition of its beneficiaries from Information Society to eGovernment, and is still working in this area in order to support their transition to Digital Society. In 2015 ReSPA has supported *E- to Open Government - Regional Comparative Study* (<https://www.respaweb.eu/11/library#respa-publications-2017-7>) focusing in particular on open data and cloud computing and providing set of both regional and country specific recommendations.

During 2017 *e-Participation Roadmap* was developed for each participating country (in-depth self and external evaluation). The assignment included Providing expertise and consulting on e-Participation introduction (guidelines, standards and roadmap), e-Participation education (training, study visits, case studies), and e-Participation promotion (conferences and workshops). a unique, thorough and systematic country specific in-sight into e-Participation developments, achievements, challenges and opportunities, as well as an excellent opportunity for peer learning. The guideline is a well proportionate mixture of self- and external-evaluation, developed in continuous consultation and active involvement of all ReSPA beneficiary countries. It was promoted at the *Open Data – OGP ReSPA Conference in Brussels* in 2017 <https://www.respaweb.eu/11/library#respa-publications-2018-7>.

Finally, latest consultative process with eGovernment Working group members reconfirmed that open data remained as one of the regional priorities and even though most of the Western Balkan countries progressed in related area, the support is still needed.

3. Tasks and responsibilities

During the ReSPA eGovernment Working Group meetings in 2017 and 2018, it has been agreed that it is necessary to develop the Zero Open Data Guidelines (ZOD). The objective of this action is to offer the national administrations coherent definitions, standards and guidelines for Open Data, customized to the needs of the Western Balkans region. Beside a short explanation of what is considered public open data, what makes data open and why it is important, the guidelines would emphasize on the comparative review of the current state of affairs in the ReSPA countries: an overview of the policy and legal framework; national action plans for opening the public data; implemented technical solutions for national Open data portal; examples of the apps and systems being developed on the open data infrastructure. The guidelines would provide an overview of the knowledge and practices on the subject in the region and would provide operational support for the creation of comparable open data initiatives on the national levels. Sharing perspectives would directly contribute to the realization of Open Data agendas and Actions Plans made by the national governments in the ReSPA countries. The ZOD guidelines would be a precondition for further Open Data development on the national and possibly regional level.

The Expert assigned for designing of the ZOD guidelines should perform the following tasks and responsibilities:

Preparatory activities - up to six (6) days

- Get familiarity with *E- to Open Government - Regional Comparative Study* (<https://www.respaweb.eu/11/library#respa-publications-2017-7>) (1 day)
- Meet (in person or video conference) with ReSPA staff and obtain additional input/clarifications for development of the ZOD guidelines; (1 day)
- Get familiar with state of the state-of-play in domain of open data in Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia (literature review, analysis of available sources of public open data and semi-structured interviews); (3 days)
- Coordinates and incorporates other inputs obtained from ReSPA and potentially other engaged expert (regional) (1 day)

Development of the Zero Open Data guideline (ZOD) - up to thirteen (13) days

Design the ZOD including the following elements:

- Public open data concepts and comparative analysis and presentation of the current state of affairs in the domain of public open data in the Western Balkans (*Albania, Bosnia and Herzegovina, Kosovo*, North Macedonia, Montenegro and Serbia*) encompassing:
 - Presentation of public open data concepts, challenges and benefits;
 - EU open data framework, including legal and ethical concepts;
 - Overview of the policy and legal frameworks in the ReSPA countries;
 - Overview of national action plans for opening the public data;
 - Key steps in opening-up the data
- Opening your data – key steps
 - Organizational structure
 - Processes
 - Identifying data
 - What kinds of data are we looking for?
 - What kinds of data are interesting?
 - What data is available in your organisation?
 - Where is the data
 - Analysing the identified data
 - Who owns the rights?
 - Does it contain any personal data?
 - What is the quality of the data?
 - In what format is the data available?
 - The basics of linked open data and interoperability

- Organizational structures
- Processes for opening-up data
- Analysis, processing and up-date of data
- Visualization of open data (suggest based on existing solutions, foremost open source, in which ways open data sets can be visualized)
- Analysis of technical solutions implemented for opening and managing open data (from WB and EU countries);
- Examples of the systems and practical applications (being) developed using public open data (9 days)
- Conclusions and guidelines for public open data in the WB institutions; (3 days)
- Realized consultative meetings (*in person or video conference / skype*) with ReSPA Secretariat (1 day)

Validation (and revision) of the ZOD guidelines – up to two (2) days

- Validation of analytical conclusions, guidelines definitions and policy recommendations with key stakeholders in the WB region (1 day);
- Review of the ZOD guidelines (1 day).

Open Data Day in the Western Balkan region – up to four (4) days

- Preparation of one event in the region for civil servants (beyond the eGovernment Working Group members) on the (re-) use of public open data in practice (on senior civil servant level as well on the operational level) (2 day);
- Implementation of Open Data Day (in cooperation with WB country) (2 day).

The engaged Experts 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.

Total number of days is up to twenty-five (25) working days.

4. Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- At least Master degree in Computer Science, Public Administration, or other related fields;

General professional experience:

- 10 and more years of experience in working with eGovernment;

Specific professional experience:

- Specific experience in work with open data;
- Prior experience in designing different methodological toolkits;

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.

5. Timing and Location

The assignment foresees work from home and on the site (at ReSPA premises or other venue) in one mission. The assignment will start in October 2019, and will be finished on 15 April 2020.

6. Remunerations

The assignment foresees up to twenty-five (25) **working days** for the senior eGovernment Expert.

Activity	Max. No. of working days
Preparatory activities	6
Development of the ZOD guidelines	13
Validation (and revision) of the ZOD guidelines	2
Public Open Data Day	4
TOTAL:	25

The payment will be done in two installments:

- 1st installment will be realized after successful realization of the preparatory activities
- 2nd installment will be realized after development and validation of ZOD as well as Open data event successfully conducted
- 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

- Report on ZOD guidelines

- ZOD guidelines
- Report on Open Data day(s)

Documents required for payment

- Invoices (original and signed);
- Timesheets (original and signed);
- Approved Report on ZOD guidelines