



PROCUREMENT NOTICE FOR AN EXPERT/ CONSULTANT

Assignment: Upgrade of the Manual for Conducting Regulatory Impact Assessment (RIA) and Training in Standard Cost Model (SCM) for Public Servants in Montenegro

Section 1 Introductory Information

1.1 Assignment:

The purpose of this Assignment is to support the Directorate for Financial System and Improvement of Business Environment of the Ministry of Finance of Montenegro in finalizing and upgrading the Manual for Conducting Regulatory Impact Assessment (RIA), and in providing trainings in using Standard Cost Model (SCM) during RIA preparation for public servants in Montenegro.

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:

Objective of the Assignment is to upgrade the Manual for Conducting Regulatory Impact Assessment (RIA), and to provide five one-day trainings for using Standard Cost Model (SCM) in the process of RIA preparation, for public servants in Montenegro.

It is expected that this initiative could improve the way how line ministries are conducting RIAs and could strengthen the quality of RIAs by conducting financial analysis by using SCM. This will also lead to greater transparency, and more precise information on required budget funds as well as information on costs that new or amended regulation might impose.

1.3 Expected deliverables / results:

The following deliverables shall be produced and transferred to ReSPA during the course of the Assignment:

- Revised and Upgraded Manual for Conducting RIA, that will include examples of RIA in several fields, by 20 June 2017;
- Training materials (power point presentations, texts, examples, etc.) for training on Standard Cost Model, in Montenegrin language, by 25 July 2017, the latest;
- Time Sheets for each month of engagement;
- Boarding passes for travel (if applicable);

- Interim report to ReSPA by 25 July 2017;
- Final report to ReSPA by 30 November 2017.

1.4 Tentative timeframe:

The Assignment shall be performed between 30 May and 30 November 2017.

1.5 Estimated number of days:

The Expert / Consultant shall allocate up to 11 days (detailed description in the ToR) to complete the tasks outlined in the attached Terms of Reference.

1.6 Budget and payment conditions:

The budget for the contract will be based on a daily rate to be agreed upon with ReSPA. The payment is envisaged in two instalments.

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 and will not be considered under this Procurement Notice.**

1.8 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 23 May 2017 by 11h (CET) 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 24 May 2017.

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
- Cover letter explaining motivation for this assignment

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

3.2 The CV and supporting documentation should be submitted in electronic format by e-mail. Application must include in the Subject of the e-mail the following reference: Activity 16037 – Expert in RIA and SCM (MNE).

3.3 The e-mail address for submission is: procurement@respaweb.eu

3.4 Deadline:

The CV and supporting documentation must be **submitted before 11.00h (CET) on 29 May 2017**. Late submissions will not be considered for evaluation.

Section 4 Evaluation of CVs

4.1 The CVs will be evaluated based on required qualifications and competences.

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 for negotiations.

Section 5 Final Considerations

5.1 The payment will be done in two instalments upon ReSPA's approval of the deliverables.

5.2 The following document is attached to this Procurement Notice:

- Terms of Reference – Expert in RIA and SCM (MNE)

5.3 Should you need any further clarifications with respect to this invitation, please contact:

E-mail: procurement@respaweb.eu