



PROCUREMENT NOTICE FOR EXPERT

Assignment: Development of Publication.

Section 1 Introductory Information

1.1 Assignment:

Montenegro initiated organisation of the regional conference “Enhancing the managerial competences in civil service” which will be supported by Hanns Seidel Foundation, SIGMA and ReSPA. There is a need to publish all collected papers from the conference in one publication. The main task of the engaged expert will be to provide support in quality checking and designing of the regional publication of the selected papers which will be presented at the conference.

ReSPA is seeking to engage **one Expert** who shall develop a regional publication of selected papers from the Conference which will be held in Becici, from 05-06 April 2017.

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:

As a result of this initiative a publication on the state of play of competency framework in civil service systems in the region will be developed with examples of good practices, both from the region and some EU member states.

1.3 Expected deliverables / results:

- To develop a methodology for preparation of the publication papers and calls for proposals;
- To prepare the Agenda for the round table agenda (to be presented at the conference);
- To support establishment of the regional network of experts on competency framework;
- To read the proposed papers and conducting proof reading and editing;
- To design and distribute the publication among the network of experts;
- To prepare the report on the conducted assignment.

1.4 Tentative timeframe: The Assignment shall be completed by the end of April 2017.

1.5 Estimated number of days: The Expert is estimated to allocate up to 10 working days + 1 day for reporting, in total 11 working 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, with a payment in one instalment.

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 is his/her employer. **Please note that public servants from ReSPA Members and Kosovo*¹ are not eligible to apply / will not be considered under this Procurement Notice.**

1.8 Request 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 **24 March 2017** 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 **27 March 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 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.

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

3.4 Deadline: The CVs and supporting documentation must be **submitted before 12.00h (CET) on 03 April 2017**. 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.

¹ * 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 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 after ReSPA's approval of the deliverables.

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, by 24 March 2017 the latest:

E-mail: procurement@respaweb.eu