



PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT

Assignment: Support the Public Policy Secretariat of the Republic of Serbia to redesign and upgrade its website (Activity 16037)

Section 1 Introductory Information

1.1 Assignment:

The purpose of this Assignment is to support the Public Policy Secretariat of the Republic of Serbia to redesign and upgrade its website, in order to implement and improve existing Regulatory Impact Assessment (RIA) application and database, and to make it publicly available.

ReSPA is seeking to engage **one Expert / Consultant** who shall redesign and upgrade the following website: <http://www.rsjp.gov.rs>

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:

The purpose of the Assignment is to redesign and upgrade the website of the Public Policy Secretariat of the Republic of Serbia (PPS).

1.3 Expected deliverables / results:

- Revised and upgraded PPS website
- Final report to ReSPA by 10 November 2017

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

1.5 Estimated number of days: The Expert / Consultant is estimated to allocate up to 12 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. Payment will be made after completion of the assignment and upon submission and approval of the Final report.

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 / 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 **18 August 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 **22 August 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 (ToR).

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
- Two reference letters related to similar assignment as stated in the ToR

3.2 The CV and supporting documentation should be submitted in electronic format by e-mail. The Subject of e-mail shall be: **APPLICATION FOR ACTIVITY No. 17036 – EXPERT IN WEB DESIGN**

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

3.4 Deadline: The CV and supporting documentation must be **submitted before 14.00h (CET) on 25 August 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 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 following document is attached to this Procurement Notice:

- Terms of Reference

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

E-mail: procurement@respaweb.eu