Procurement Notice

Assignment name:

eGovernment (eIDs)

*Reference Numbers: Expert in eGovernment*

**Section 1. Introductory Information**

* 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]](#footnote-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 them for membership in the European Union (EU). The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

The new EC grant supports the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries. This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016- 2017:

(1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;

(2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;

(3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

ReSPA is implementing its activities through the Secretariat which is consisting of 15 staff members from the Western Balkan region. The Secretariat is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage one expert to provide support in activities in the eGovernment

1.3 Expected deliverables of the assignment are: as per Terms of Reference.

1.4 Tentative timeframe: the assignment is expected to be performed during October, 2017 until December 2017.

1.5 NOTE: Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with ReSPA. In such case the applicant shall notify ReSPA in the application which institution is his/her employer.

**Section 2. Preparation of CVs and supporting documentation**

2.1 Language of application:

The CVs 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:

• Length of professional experience in providing expert’s assistance in the area of eGovernment.

2.3 The required qualifications, experience 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 analysis 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](mailto:procurement@respaweb.eu) by **29 September 2017** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number: Expert in eGovernment for the assignment in Macedonia**.

Public servants from ReSPA Members and Kosovo\* are not eligible to apply.

**Section 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, 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 of 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](mailto:g.pastrovic@respaweb.eu), by **25 September 2017** **(**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 **27 September 2017**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

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**Terms of Reference  
 Request for Services**

**Expert in eGovernment**

**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, Macedonia, Montenegro and Serbia, while Kosovo\*[[2]](#footnote-2) is a beneficiary and observer. 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 them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of Public Administration Reform (PAR) and EU integration and strengthening administrative capacities in the beneficiaries. This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

1. European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
2. Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
3. Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

The reform and the modernization of the administration is a continuous process in the countries with developed democracy and one of the key priorities of the Macedonian Government.

**Description of the Assignment**

The Regulation (EU) N°910/2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation) was adopted by the Council of the European Union on 23 July 2014. This new regulation establishes a new legal structure for electronic identification, signatures, seals and documents throughout the EU. Since July 1, 2016, eIDAS has become effective. Republic of Macedonia, as a candidate for accession to the European Union, has to align the current legislation with the EU directive and therefore, has started the process of transposition of the EU directive into a new law. Currently, in Macedonia, aspects for the electronic exchange of data and documents within administrative procedures, are covered in the Law on the electronic management. Since last year, amendments were made aiming to include initial aspects for trusted delivery, but not all details from the process were covered by. Additionally, the aspects for e-signature are covered within the Law on electronic signature and data in electronic format, which is transposed from the 1999/93/EC EU directive and in this period, is facing challenges due to unsatisfactory alignment with its bylaws. The final result is to align with the (EU) N°910/2014 directive in a consistent legal framework for recognition of electronic signature and identities across all of the EU member states and its successful application and implementation.

In this period, the team from the Ministry that is responsible for transposing the Directive has started with reviewing the current legislation and how legislation and standards work together, and started to analyse the eIDAS Directive in details by reviewing the aspects that need to be addressed. The next step is to define a roadmap for transposition of eIDAS and its implementation. That would create adequate conditions for comprehensive cross-border and cross-sector framework for secure, trustworthy and easy-to-use electronic transactions and provide the private sector with a predictable regulatory environment in which to develop and expand the use of electronic signatures and transactions in the EU. For purpose of preparing and realizing the below described activities ReSPA has identified need for external support from individual expert in eGovernment.

**Tasks and Responsibilities**

The expert will be tasked to implement the two events, i.e. eIDAS professional education and/or training for the employees of Ministry of information society and administration and to conduct analysis in subject which will be focusing on eIDAS Directive and more specifically on the use of standards to comply with the regulation, with aim to successfully continue the process of alignment of the national law with the Directive.

The expert will prepare and execute the following:

* **Preparation of the workshop**

*Number of days: 1 days*

* **three three-day workshops on eIDAS Directive:**
  + **defining the scope and terminology**
  + **identification, explanation, breakdown structure of all aspects covered in the Directive**
  + **detailed explanation of the directive and its provisions on all chapters and articles**
  + **proposal of roles with responsibilities that are required for successful implementation of the project**
  + **clarifying stakeholders (agencies, authorities, institutions, bodies etc.) related to the roles and competencies / responsibilities that are needed for the process of implementation**
  + **detailed explanation on all adopted implementing acts by the European Commission, regarding electronic identification and electronic trust services**
  + **demonstration of EU examples on adopted delegated or implemented acts, where standards and technical specifications drawn up by European and international standardisation organisations, are taken into account and also considering their relation with articles or headings from the Directive**
  + **successful and unsuccessful practices of implementation in EU countries**

*Number of days: 3 days*

* **Research analysis**
  + **identifying possible models / concepts for implementation of the Directive**
  + **defining roles (as human resources) required for successful implementation of the project, creating a questionnaire for collecting relevant information about the needs of the process of transposition of eIDAS.**
  + **determining the stakeholders (agencies, authorities, institutions, bodies etc.) related to the roles and competencies / responsibilities in the process of implementation, carrying out a meeting with the stakeholders in the country, that are relevant in the process of electronic identification and trust services for electronic transactions**
  + **defining the preconditions and risks for each of the predefined models / concepts**
  + **engagement of relevant institutions (Ministry of Interior, Directorate for Personal data protection etc.)**
  + **draft concept for the implementation of the Directive, taking into account the current situation in the country**
  + **draft a roadmap**
  + **delivery of analysis, including defining way of achieving and application of the directive's articles**

*Number of days: 16 days*

* **Reporting**

*Number of days: 1 day*

**Throughout the duration of the assignment, the expert will liaise closely with ReSPA and with the Ministry of Information Society and Administration of Macedonia.**

*The total number of the assignment is up to 21 working days.*

**Necessary Qualifications**

The expert shall possess the following qualifications:

Educational background:

* Minimum University degree in the field of Electrical Engineering and/or Information Technologies;

General professional experience:

* Expert for eIDAS and more than 8 years of general professional experience in the field of e-signature and electronic authentication;

Specific professional experience:

* Minimum of 2 year of experience working with electronic identification and trust services for electronic transactions; technical implementation of eIDAS directive;
* Proven track record for participation in working groups that dealt with eIDAS Directive;
* Experience in analysis and researches of achieving and application of the eIDAS directive's articles will be considered an advantage.

Skills:

* Team work;
* Project development skills;
* Training skills and moderation skills;
* Excellent written and oral communication skills in English and in at least one of the local languages spoken in the ReSPA’s remit;
* Ability to write clear and coherent guidance documents;

**Timing and Location**

This assignment is mixture of both home-based work and filed work. The event is planned to be implemented from October, 2017 to 31, December, 2017. and the exact dates of the implementation will be agreed between the expert and MISA (beneficiary institution).

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| **Activity** | **Location** | **Oct. 2017** | **Nov. 2017** | **Dec. 2017** |
|  | Home based |  | **tbc** |  |
|  | Skopje, Macedonia |  | **tbc** |  |
|  | tbc |  |  |  |
|  | Tbc. |  |  |  |

**Remunerations**

The selected expert will submit the financial offer including methodology, number of days and unit per day. The payment will be done in one instalment, following the submission of the final report.

*Note:* ReSPA will provide per-diems related to the assignment in line with the EC per diem rates for the Macedonia where the event will take place. ReSPA will also organize the international round trip travel for the Expert to the event cite and back.

**Reporting and Final Documentation**

The expert will be requested to deliver the following documents before the payment is conducted:

* Final version of the:
  + Detailed workshop agenda and report on the implemented training
  + Report encompassing aspects on as described in the chapter Tasks and responsabilities;
  + Draft concept for the implementation of the Directive, according to the identified possible models / concepts for implementation of the Directive
  + Delivery of analysis, including a roadmap with defined way of achieving and application of the directive's articles
* Timesheets (original and signed);
* Boarding passes (original);
* Invoices (original and signed);

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 [↑](#footnote-ref-1)
2. \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence [↑](#footnote-ref-2)