

# Procurement Notice

*Assignment name: **Senior eGovernment Expert for design of Ministerial concept paper on future development of digital transformation in the Western Balkans***

**Activity number: 19008 Design of concept paper on future development of digital transformation in the Western Balkans**

## **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\*<sup>1</sup> 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.

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<sup>1</sup> \* 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

2.3 The required qualifications 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 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 **18 December 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: 19008 Senior eGovernment Expert for design of Ministerial concept paper on future development of digital transformation in the Western Balkans**

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](mailto:g.pastrovic@respaweb.eu), by **13 December 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](http://www.respaweb.eu)) by **16 December 2019**.

# Terms of Reference

## Request for Services

*Senior eGovernment Expert for design of Ministerial concept paper on future development of digital transformation in the Western Balkans*

### 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, Macedonia, Montenegro and Serbia, while Kosovo<sup>2</sup> 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.

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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 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) E-Governance; and 5) Quality Management.

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## 2. Description of the assignment

Regional School of Public Administration (ReSPA) has realized its Ministerial Conference on “Digital transformation: Reinventing public administration for digital age”, in Skopje, North Macedonia from 12 to 13 November 2019. The overall objective of the ReSPA Ministerial Conference was to discuss and identify lessons learned in domain of Digital transformation of Public administration. Based on presentations and discussions at the conference it has been confirmed that digital transformation became one of the top priorities in all WB6 countries. But further improve of current and design of new e-services or even build more digital infrastructure is needed as well as regional cooperation in subject area. It has been also confirmed to consider introduction of an umbrella regional initiative in form of declaration that would be productive and proactive way to speed up cooperation and transformation of whole WB region.

With this document, ReSPA is seeking *Senior eGovernment Expert for design of Ministerial concept paper on future development of digital transformation in the Western Balkans* who would in cooperation with ReSPA team, design Ministerial concept paper.

## 3. Tasks and responsibilities

The Expert shall perform the following tasks and responsibilities:

### **Preparatory activities - five (5) days**

- Skype interviews with responsible RESPA staff;
- Getting familiar with conclusion deriving from ReSPA Ministerial Conference 2019;
- Preparation of the overall structure Ministerial concept paper on future development of digital transformation in the Western Balkans.
- Mapping of the stakeholders in the Western Balkans (Regional Cooperation Council, Centre of Excellence in Finance, etc.), European Union (DG DIGGIT, DG CONNECT, Joint Research Centre) and at global scale (e.g. World Economic Forum, United Nations, World Bank, etc.) dealing with digital transformation;

### **Design of the Ministerial concept paper up to seven (7) days**

- Realizing the meetings (at least two) with stakeholders in the Western Balkans (Regional Cooperation Council, Centre of Excellence in Finance, etc.), European Union (DG DIGGIT, DG CONNECT, Joint Research Centre) and at global scale (e.g. World Economic Forum, United Nations, World Bank, etc.) dealing with digital transformation in agreement with ReSPA Secretariat;
- Finalization of the Ministerial concept paper

The final products will be subject to approval from ReSPA before the payment is executed.

**Total number of days is up to twelve (12) working days.**

## **4. Necessary Qualifications**

The Expert shall possess the following profile:

Qualifications and skills:

- ✓ At least BsC degree in Public Administration, Computer Engineering, Law, Political Science or other related fields;

General professional experience:

- ✓ 7 and more years of experience in Public Administration;

Specific professional experience:

- ✓ Dispose of a good overview in cross-cutting topics related to PAR:
  - a. eGovernment / Digital transformation;
- ✓ Knowledge of eGovernment initiatives and plans in the Western Balkans, European Union and at the global scale

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 in at least two missions. The assignment will start in January 2020, while the execution on the site will be realized during February and March 2019. The assignment will require up to twelve (12) working days in total.

## **6. Remunerations**

The assignment will require up to twelve (12) working days in total. The payment will be done in one (1) instalments.

- The payment will be realized after the submission of final document.

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***

- Ministerial concept paper on future development of digital transformation in the Western Balkans
- Execution of meetings with the stakeholders

### ***Documents required for payment***

- Invoices (original and signed);
- Timesheets (original and signed);
- Report (Ministerial concept paper on future development of digital transformation in the Western Balkans).