# Procurement Notice

*Assignment name:* **e-Government Senior Expert for open data ecosystem within digital transformation (EU experience) for OGP Open data regional workshop**
*Reference Number: **#22021***

## 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* 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 Neighborhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavor 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.

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 2010-2018. 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) co-ordination 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.

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 the area of e-Government.

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

1.4 Tentative timeframe: the assignment is expected to be performed during period February - March 2022.

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 general and specific professional experience, in line with ToR;
- Professional experience in the role of lecturer / presenter.

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 by **1 March 2022** before Midnight. Late submissions will not be considered for evaluation.

The application should contain in the e-mail title the following reference:

**22021 e-Government Senior Expert for open data ecosystem within digital transformation (EU experience) for OGP Open data regional workshop**.

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, 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: Ms Olivera Damjanovic, ReSPA Programme Manager via e-mail: o.damjanovic@respaweb.eu, by **24 February 2022** (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 **25 February 2022**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

# Terms of Reference

# Request for Services

*e-Government Senior Expert for open data ecosystem within digital transformation (EU experience) – OGP Open data Regional workshop*

## 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* 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.

## 2.Description of the assignment

For several years, ReSPA has been running Working Group on e-Government. Since 2016, ReSPA enabled participation of the e Government working groups' representatives at the OGP Summit events. The combined interest of the WG (including OGP national point of contacts) in OGP initiative, open data, and other aspects of governments' public services provision within Information society resulted in the continuation of collaboration with the OGP Secretariat.

In close consultations with the OGP national points of contact and OGP Secretariat, it has been decided to set the regional event which will be held on 10-11th March in Skopje, North Macedonia.

Proactive disclosure of data held by public administration bodies and improving the institutional transparency as one of the postulate of **Open Government Partnership** is of vital interest of citizens in businesses.

When the data from public sector becomes publicly available in the form of **Open data**, it becomes a key resource for the knowledge society as the information that will be re-used and which can produce both social and economic value, through the creation of new products and services, new businesses and new jobs.

The need to increase the level of opening of governmental data is recognised in the public administration reform efforts across the Western Balkans and is anchored in each of Action Plans of PAR strategies of Albania, Bosnia and Herzegovina, North Macedonia, Montenegro and Serbia.

The aim of the first OGP Western Balkans Peer Exchange Meeting organised in October 2019 was to discuss and exchange experiences about open government reforms, focusing on two main themes: Open State and Public Service Delivery.

**The second OGP- Open Data Western Balkans Peer Exchange Meeting is aimed at increasing the knowledge of public officials involved in OGP and open data to better cope with issues related to establishment of workable open data policies as well as with challenges in operating and managing of Open Data portals.**

The workshop will focus on two themes:
- Open Data deriving from Open Government Partnership,
- Improving policies and practice in opening of governmental data.

With this document, ReSPA is seeking for Senior Expert with knowledge and expertise in the area of opening of data for OGP-Open data regional workshop who would realize below stated tasks.

## 3.Tasks and responsibilities

The Expert shall perform the following tasks:

**Preparatory activities - up to two and a half days (2,5)**

- Familiarise with ReSPA publication Zero Open Data Guidelines that can be found at https://www.respaweb.eu/download/doc/Zero+Open+Data+Guidelines.pdf/edecb236b93d46d8a52bb9c846f88c45.pdf

- Get to know about number of the relevant strategic actions planned in the WB region according to the information provided by ReSPA

- Prepare one session presentation related to EU guidelines and Slovenian experience on developing open data ecosystem

- Communicate with responsible RESPA staff designated to the implementation of the OGP-Open Data regional workshop.

**OGP -Open Data regional event delivery (up to 2 days)**

**1ˢᵗ day of the OGP – Open Data regional event (10ᵗʰ March 2022)**

1. Prepare and deliver one session presentation related to good practice experience from Republic of Slovenia on developing and continuous improvements in the area of data opening that resulted in the measurable results of growing the components of open data ecosystem.

Within the such comprehensive presentation the expert will cover following topics:

- Key EU documents and principles on opening the data
- Slovenian experience on gathering, opening, and using data
- National and Regional coordination on open data and interoperability
- Legal frame for data opening – state of play and recommendations
- Mechanisms and tools for Open Data Governance and Accessibility
- Capacity building, awareness, and boosters for data opening
- Open data interoperable infrastructure

1. To co-moderate with ReSPA sessions during Workshop

**Reporting (0.5 day will be designated for reporting)**

The report (up to 2 pages which will be structured as follows: Intro, Description of Conducted Activities (up to 1 page) and Lessons Learnt and Recommendations for the Follow Up (up to 1 page).

The engaged Expert will liaise directly with ReSPA and take into consideration the instructions received beforehand.

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

***Total number of days (event preparation and execution)  is up to five (5 ) working days.***

## 4. Necessary Qualifications

The Expert shall possess the following profile:

*Qualifications and skills*: At least BsC degree in Human Resource Management, Social Sciences, Public Administration, or other related fields;

*General professional experience*:

- Minimum 15 years of professional experience in the field of digitalization and public administration reform;
- Minimum 10 years of professional experience at leading / managerial positions with responsibility for digitalization in developing and implementing reforms in public sector.

*Specific professional experience*:

- Knowledge and experience in the field of digitalization related to Open data in the EU countries

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. Tim ing and Location

The assignment foresees work from home for the preparations and doing the presentation and co-moderation in person on the 10th and 11th of March in Skopje, North Macedonia. The assignment will require up to five (5 ) working days in total.

## 6. Rem unerations

The assignment foresees up to five (5) working days for the eGovernment Senior Expert for OGP Regional meeting.

| Activity | Max. No. of working days |
|---|---|
| Preparation | 2,5 |
| OGP – Open Data Regional workshop, one session and co-moderation | 2 |
| Reporting | 0.5 |
| **TOTAL:** | **5** |

The payment will be done in one (1) instalments.

- Payment will be realized after the implementation of the OGP-Open Data Regional workshop and submitted report.

- 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***

- Presentations and material for the meeting
- Execution of presentation and interactive sessions as foreseen by the chapter Tasks and responsibilities

***Documents required for payment***

- Invoices (original and signed);
- Timesheets (original and signed);
- Report.

# Annex II

**Timesheet for Expert**

| | |
|---|---|
| **Contract No:** | **CN 2019/405 139** |
| **Contracting Authority:** | **European Commission** |
| **Project Title:** | **"Support to ReSPA in its efforts to contribute to the Public Administration Reform under the EU integration process in the Western Balkans"** |
| **Grant Beneficiary:** | **Regional School of Public Administration (RESPA)** |
| **Name of the Expert:** | |
| **Period of Performance:** | **Annex to invoice no:** |
| | (Month)          (Year) |

| Date | Week day | Place of performance | No of days assigned | Comments | |
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**Expert**


**Approved by** _____