Procurement Notice

Assignment name: **Senior eGovernment Expert in Cyber Security**

Activity number: In country support - Albania

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*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 for the membership of the European Union.

In-country mechanism is ReSPA activity that enables ReSPA members to apply for related expertise support. In the framework of the latter mentioned type of activity ReSPA is looking for Senior eGovernment Expert in Cyber Security who would need to review Draft strategy of cyber security in Albania and prepare aligned cost analysis as well as design passport indicator.

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application:

The CVs (<u>maximum 3 pages, Ariel 11)</u> 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.

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:

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[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

- ✓ 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).
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3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **14 October 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:** *Senior eGovernment Expert in Cyber Security – In country support Albania.*

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, by **09 October 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) by **11 October 2019**.

Terms of Reference

Request for Services

Senior eGovernment Expert in Cyber Security

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*[2] 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 organizations. 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.

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.

In-country mechanism is ReSPA activity that enables ReSPA members to apply for related expertise support. In the framework of the latter mentioned type of activity ReSPA is looking for

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Senior eGovernment Expert in Cyber Security who would need to review Draft strategy of cyber security in Albania and prepare aligned cost analysis as well as design passport indicator.

2. Description of the assignment

The National Authority for Electronic Certification and Cyber Security in Albania, exercises its activity, pursuant to Law 9880, dated 25.02.2008 "On Electronic Certification", Law No.107 / 2015 "On Electronic Identification and Trusted Services" and Law no. 2/2017 "On Cyber Security", as well as other bylaws that regulate the area of trusted services and cyber security.

Pursuant to Law No. 2/2017 "On Cyber Security" all required functional legal steps have been taken and approved by enabling decision of the Council of Ministers, Decision of Council of Ministers no. 222, dated 26.04.2018, "On the List of Critical Information Infrastructures and the List of Important Information Infrastructures", indispensable for the public and private sector, based on international standards for cyber security. This Decision of Council of Ministers has been issued as a reason for the approximation, partial transposal of legislation of European Parliament and Council Directive (EU) 2016/1148 "On Measures for a Common High Level of Network Security and Information Systems in the European Union" (NIS).

Further to the implementation of NIS Directive, the following documents have been issued and approved:

- Regulation "On the Content and the Documentation of Security Measures", approved by Order No. 22, dated 26.04.2018, as well as the Regulation "On Categories of Cyber Incidents as well as the format of reporting elements", by Order no. 62, dated 10.09.2018.

A Guideline on "Methodology for the Organization and Functioning of Computer Security Incident response team (CSIRT) at National Level" has been drafted and approved, by Order No. 62, dated 10.09.2018. The obligations taken under NATO and OSCE commitments at the national level have been met, with the coordinating institution as a focal point for public institutions and international bodies.

The main goal of National Authority for Electronic Certification and Cyber Security (NAECCS) for 2019, is to complete the National Cyber Security Strategy Document, set up and equip the National CSIRT with the necessary monitoring and control systems, which are the most important tasks in implementation and compliance with NIS Directives and Legislation in force.

This National Strategy on cyber security is in line with digital agenda Strategy and PAR Strategy that all together are in line with National Security Strategy that have to be approved within September.

Working group established by a Prime Minister Order, is working on Vision, Mission, strategic objectives as well as sub-objectives and measures to be implemented in order to fulfil those vision and mission.

This part of document needs to be enriched also with a detailed cost analysis and also with indicators and the methodology needed to measure them in order to be completed.

3. Tasks and responsibilities

The Expert shall perform the following tasks and responsibilities:

- Study of the draft cyber security strategy and action plan and communication with all stakeholders (3 working days)

  During this phase, expert must consult the draft strategy and based on the specific objectives and the activities that are planned to be performed by stakeholders the expert has to contact all of them and discuss about their plans and budget they will allocate.

- Develop the table of cost analysis for all activities plan of National Cyber Security Strategy (4 working days)

  This task has to be performed pursuant to the nation policy and regulations of the field. The expert is expected to collect and analyse the data from stakeholders involved in the strategy and review/correct the budget allocated for each activity from the actors, until finalisation of the strategy. The expert is expected to use ReSPA Methodological guide for costing of government strategies

- Develop the Passport of indicators together with the methodology for measuring the implementation (3 working days)

  Expert would need to consult other strategic documents in order to produce passport of indicators for Cyber Security Strategy and as well the methodology for measuring them. The expert also may collaborate with National Authority for Electronic Certification and Cyber Security (NAECCS') staff to finalise the indicators' passport.

- Working report presentation to the beneficiary and to be electronically submitted to ReSPA (g.pastrovic@respaweb.eu) (1 working day)

The Expert shall take into considerations the comments and suggestions received from ReSPA staff. 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 is up to eleven (11) working days.

4. Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- At least Master of Science degree in economic sciences, finance, accounting or other related fields;

General professional experience:

- 5-7 years of experience in working with collecting and analysing data, monitoring and evaluating actions, accounting and costing.

Specific professional experience:

- Prior strong experience in Economic Sciences
- Experienced in working in the Western Balkans, particularly in Albania

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 Albania in one mission. The assignment will be realized during October – December 2019. The assignment will require up to eleven (11) working days in total.

6. Remunerations

The assignment foresees up to 11 working days**.**

The payment will be done in one instalment.

- 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

- Table of cost analysis for all activities plan of National Cyber Security Strategy
- Passport of indicators together with the methodology for measuring the implementation

Documents required for payment

- Invoices (original and signed);

- Timesheets (original and signed);

- Report.