



CORRIGENDUM

Herewith ReSPA, the Contracting Authority on its own initiative modifies the related elements of the Procurement notice for Lead expert

PROCUREMENT NOTICE FOR LEAD EXPERT

Title: *Impact/Needs assessment of ReSPA activities*

Section 1 Introductory Information

1.1 Assignment:

In order to improve the quality of its work as well as the impact of its activities on the participants from ReSPA members (Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia), and Kosovo*¹ there is a need for ReSPA to conduct both impact assessment of the two-year project implemented within the *EC Grant "Mainstream of ReSPA Activities"- 2013/331-241* and to conduct the assessment of the needs for the period 2017-2018.

The above activities will also contribute to upgrading of the ReSPA monitoring and evaluation toolkit for the EC grant that will be implemented in 2016-2018. In this way, the resources, both human and financial, will be more rationally used.

ReSPA is seeking to engage **one Lead expert** who shall, in close cooperation with ReSPA and a regional experts, conduct impact/needs assessment in ReSPA members and Kosovo.

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 produce a report on the impact assessment and the needs for future actions which shall contribute to the improvement of the quality of ReSPA activities to be implemented during the period 2017–2018.

1.3 Expected deliverables / results:

The following deliverables will be produced in close cooperation with the regional experts:

- Upgraded Monitoring and Evaluation toolkit and the Evaluation forms

¹ This designation is without prejudice to positions on status, and it is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

- Final version of the Impact Assessment report (incl. Evaluation forms as Annexes) for the related region as specified in the ToR in English.
- Final version of the Needs Assessment report (incl. Evaluation forms as Annexes) for the related region as specified in the ToR;

1.4 Tentative timeframe: The Assignment shall be conducted in **September-December 2016**.

1.5 Budget and payment conditions: **The payment will be done in 2 installments (the first installment will be transferred after the second task completion i.e. once the Implementation phase is finished), following the submission and approval by ReSPA of the final version of the report. The maximum amount to be paid for the assignment shall not exceed 17.400EUR.**

In addition to the expert's fees, ReSPA will cover per diems and travel costs in case of field trips related to the assignment.

1.6 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 is his/her employer. **Please note that public servants from ReSPA Members and Kosovo*² are not eligible to apply / will not be considered under this Procurement Notice.**

1.7 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 **14 September 2016** at 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 **15 September 2016**.

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.

Section 3 Submission of CV and supporting documentation

3.1 Interested individuals are invited to submit the following documentation:

- Personal CV, **not longer than three pages**, including past experience in similar assignments
- **Financial proposal.**
- **Cover letter with brief description of methodology**

3.2 The CVs and supporting documentation should be submitted in electronic format by e-mail.

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

3.4 Deadline: The CVs and supporting documentation must be **submitted before 16.00h (CET) on 16 September 2016**. 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.

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 The financial proposal shall specify a number of days required for the assignment and the total amount in EURO. 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 payment will be conducted in one instalment, following the submission and approval by ReSPA of the final version of the report.

5.2 The following document is attached to this Procurement Notice:

- Terms of Reference

5.3 Should you need any further clarifications with respect to this invitation, please contact, by **14 September 2016** at the latest: