



PROCUREMENT NOTICE FOR REGIONAL EXPERT

Assignment: **Assessment of the impact of the Regional Comparative Study “Abuse of IT for Corruption”**

Section 1 Introductory Information

1.1 Assignment: For the purpose of preparing assessment of the impact of the Regional Comparative Study “Abuse of IT for Corruption” in WB countries, ReSPA is seeking to engage **one Regional Expert (ICT)** to provide direct support to ReSPA for this Assignment.

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 through a competitive procedure.

1.2 Purpose of the Assignment is to conduct assessments about technically related risks, about incorporation of ICT corruption awareness measures in anti-corruption strategies and action plans, and about inclusion of ICT staff in anti-corruption awareness raising events, as well as to propose and deliver related electronic presentation, Training-of-Trainers module and latest version of the existing ICT Corruption Check List.

1.3 Expected deliverables of the Assignment are final draft report and final draft electronic versions as foreseen with Terms of Reference document.

1.4 Tentative timeframe: The Assignment shall be take place between 10 October and 20 December 2016.

1.5 Estimated number of days: The International Expert shall provide the estimated number of days required for completion of this assignment.

1.6 Budget and payment conditions: The budget for the contract will be based on a daily rate to be agreed upon with ReSPA, with a total ceiling amount of the contract in the amount of 4500EUR. The assignment may foresee consultative meetings if they are required for report preparation. The final draft of the deliverables will be subject to approval by ReSPA before the payment is executed.

Plan for consultative meetings (if any) must be approved by ReSPA in order to organize or cover costs of the international travel (economy class), and provide per diem accordingly to travel arrangements.

1.7 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 they expect their employers to sign a contract with ReSPA. In such a case the expert shall notify ReSPA in the Application which company, organization or institution is his/her employer. Please note that public servants from ReSPA Members and Kosovo*¹ are not eligible under this Procurement Notice.

1.8 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 September 10th 2016 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 September 13th 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:

- Proposal:
 - Explaining why they consider themselves the most suitable for the Assignment
 - Providing a brief methodology, on how they will approach and conduct the Assignment (Please use the format provided)
- Personal CV of maximum three pages (Please use the CV format provided) including past experience in similar assignments and at least two references (contact information for referees should be provided)

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: procurement@respaweb.eu

3.4 Deadline: The CVs and supporting documentation must be **submitted before 16.00h (CET) on September 15th 2016**. Late submissions will not be considered for evaluation.

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

Section 4 Evaluation of CVs

4.1 The CVs will be evaluated against required qualifications and competencies.

4.2 The applicant with the highest final ranking will be **invited to submit a financial proposal** and 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 daily fee amount in EURO for consultancy fees. 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 done in one instalment, following the submission and ReSPA approval of the deliverables.

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 September 10th 2016 the latest: