



Nabídka společnosti MEPCO, s. r. o.

Zpracování odborných analýz a doporučení v sektoru veřejné správy (s důrazem na vypracování konceptu e-learningu pro zaměstnance veřejné správy) v Gruzii

NABÍDKA SPOLEČNOSTI MEPCO

Dle požadavků zadavatele je nabídka na „Poptávku po zpracovateli odborných analýz a doporučení v sektoru veřejné správy (s důrazem na vypracování konceptu e-learningu pro zaměstnance veřejné správy) v Gruzii“ rozdělena do následujících částí:

- **popis řešitelského týmu**, tj. jmenný seznam všech osob, které se budou podílet na zpracování odborných analýz a doporučení, včetně administrativní podpory, tlumočnicků/překladatelů apod., u každé osoby v popisu budou uvedeny kontaktní údaje (email, mobilní telefon), u každé z osob, kterými bude prokazováno splnění kvalifikace, musí být výslovně uvedeno, který z kvalifikačních požadavků tato osoba plní,
- **cenová nabídka v českých korunách vč. DPH** (zahrnující odborné služby a další náklady související se zahraničním výjezdem, tato cena musí být konečná a zahrnovat veškeré plnění, které bude po ČRA požadováno);
- **návrh plánu realizace** v anglickém jazyce o minimálním rozsahu 4 normostran, který bude strukturován dle pokynů uvedených v bodě „*Předmět plnění a požadované výstupy*“ této Poptávky.

Přílohy:

- strukturované životopisy osob, kterými bude prokazováno splnění kvalifikace, v anglickém jazyce včetně kontaktních údajů na min. 2 referenční osoby (email, mobilní telefon),
- prosté kopie jazykových certifikátů dokládající aktivní znalost angličtiny na úrovni min. B2 dle společného evropského referenčního rámce pro jazyky, viz bod „Kvalifikační předpoklady“ Poptávky;

Popis řešitelského týmu:

- **Mgr. Petra Mašková- odborný garant**

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kvalifikační předpoklady:

- minimálně 5 let pracovních zkušeností v oboru veřejné správy odpovídající předmětu plnění této Poptávky
- zkušenost s vypracováním min. 2 odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí;
- zkušenost s realizací min. 2 mezinárodních projektů, na kterých se podíleli zahraniční instituce či odborníci;
- aktivní znalost angličtiny na úrovni min. B2 dle společného evropského referenčního rámce pro jazyky;
- možnost vycestovat na expertní výjezd do Gruzie v požadovaných termínech
- zkušenost s prací v Gruzii, případně jiných prioritních zemích ZRS ČR nebo postsovětských zemích.

životopis: příloha č. 1

- **Mgr. Martin Guba- odborný garant a projektový manažer**

e-mail: martin.guba@mepco.cz

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kvalifikační předpoklady:

- minimálně 5 let pracovních zkušeností v oboru veřejné správy odpovídající předmětu plnění této Poptávky;
- zkušenost s vypracováním min. 2 odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí;
- zkušenost s vypracováním min. 2 konceptů e-learningu v České republice nebo zahraničí, která zahrnovaly také stanovení systémových a technických parametrů;
- zkušenost s realizací min. 2 mezinárodních projektů, na kterých se podíleli zahraniční instituce či odborníci;
- možnost vycestovat na expertní výjezd do Gruzie v požadovaných termínech.
- zkušenost s prací v Gruzii, případně jiných prioritních zemích ZRS ČR nebo postsovětských zemích.

životopis: příloha č. 2

- **Revaz Barbakadze- podpora týmu**

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kvalifikační předpoklady:

- minimálně 5 let pracovních zkušeností v oboru veřejné správy odpovídající předmětu plnění této Poptávky;
- zkušenost s vypracováním min. 2 odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí;
- zkušenost s vypracováním min. 2 konceptů e-learningu v České republice nebo zahraničí, která zahrnovaly také stanovení systémových a technických parametrů;
- zkušenost s realizací min. 2 mezinárodních projektů, na kterých se podíleli zahraniční instituce či odborníci;
- aktivní znalost angličtiny na úrovni min. B2 dle společného evropského referenčního rámce pro jazyky;
- znalost ruštiny nebo gruzínštiny na úrovni min. B1 dle společného evropského referenčního rámce pro jazyky;
- zkušenost s prací v Gruzii, případně jiných prioritních zemích ZRS ČR nebo postsovětských zemích

životopis: příloha č. 3

Všichni experti jsou v pracovněprávním vztahu vůči MEPCO (pracovní poměr zaměstnanecký nebo na základě DPP). Strukturované životopisy a doklady prokazující znalost AJ u odborných garantů jsou přílohou této nabídky. Navrhované zářijové aktivity budeme realizovat dle harmonogramu / ihned po podpisu smlouvy.



CENOVÁ NABÍDKA:

Nabídková cena společnosti MEPCO, s. r. o., odráží níže popsany způsob řešení zakázky, zahrnuje veškeré nezbytné náklady k řádnému, úplnému a kvalitnímu provedení předmětu zakázky.

Celková nabídková cena včetně DPH je 750 200Kč. Tato částka je stanovena pro dobu plnění jako cena maximální se započtením veškerých nákladů. Zahrnuty jsou cestovní i režijní náklady spojené s realizací této nabídky. Předání díla se předpokládá nejpozději v listopadu 2017.

Cena celkem bez DPH:	620 000,- Kč
Sazba DPH:	21%
DPH:	130 200,- Kč
Cena celkem včetně DPH:	750 200,- Kč

Uchazeč je plátce DPH

Realization plan proposal

The submitted offer, focused on the development of analysis and recommendations in the field of public administration, with a special focus on e-learning concept for public sector employees in Georgia, hereinafter referred to as "the Offer", consists of two main work parts- Analysis and Recommendations. The first part will be based on an analysis of available facts through desk research, expert consultations during an expert missions to Georgia and conceptual materials that are publicly available or will be made available in accordance with the purposes of the expert mission. The second part of the offer focuses on the development of e-learning concepts and recommendations for further progress and will be developed in close cooperation with partner organizations. Both parts will address an institutional and functional perspective to provide a feasible and viable concept. The external monitoring of the project "Support to the Self-Governing Reform Process in Georgia" (CzDA-GE-2013-18-15112 / 4) is an integral part of the Offer. While analyzing the partner organizations in Georgia, which are subject of this project, MEPCO will develop a monitoring report based on the Logical Framework of the project and additional information provided by CRA and partner organizations.

Cooperation methodology

MEPCO team consists of 3 members - 2 experts (Mgr. Petra Mašková and Martin Guba) and one supporting project assistant - Revaz Barbakadze. One of the unique features of the Offer is that Mr. Barbakadze is a Georgian citizen living in Tbilisi with public administration experience. Thanks to the previous MEPCO project activities and close cooperation (especially with Rustavi municipality), MEPCO is able to provide such a team that has sufficient expert background and direct access to Georgian organizations and information resources, without a language barrier.

Communication between the grantor and the processor will be possible by telephone, email or personally). Part of the draft implementation plan is also min. 3 consultations with CRA representatives in Prague and further remote consultations with CRA (by telephone and email) in a total approximate range of 64 man hours. The contact person for the expert team is Mgr. Martin Guba, project manager of MEPCO, e-mail: martin.guba@mepco.cz, tel. +420 731 445 561.

Description of individual activities

(A) expert and logistical preparation before an expert visit, a search for available resources and documents;

During the realization of desk research, relevant documents related to public administration will be analyzed with special attention to e-learning concept, which will be developed. A desktop research will be based on available information and documents at the national level in the field of public administration in Georgia - e.g. Public Administration reform roadmap, Action plan, Policy planning system reform strategy, etc. Additionally, the thematic studies and publication drafted by the OECD or EU will be scanned as well. In this step, the local project team support - Mr. Barbakadze will be able to evaluate the relevance of documents that are not available in the English language and are essential to the quality of the project. Within this key activity, a close cooperation with the Czech Development Agency is expected. In addition to expert activities, logistical arrangements for travel to Georgia are included (flight tickets, accommodation, local transport etc.)

Time allocation: 30 hrs, consultation with CRA 10 hrs

Contribution of team members to total time allocation: M. Guba (25%), P. Mašková (25%), R. Barbakadze (50%)

Date: 1 - 3 September 2017

Output: Conducted desk research, logistic arrangements

B) Elaboration of the program of the first expert visit of min. 3 standard pages in the Czech language and sending a program for approval of the CRA no later than 15 days before departure, incorporation of the CRA's comments within 3 working days.

The first expert mission follows the output of the desk research. Martin Guba will propose a 5-day travel program agenda based on the results of the initial document research and in close cooperation with the CRA, which will subsequently approve the document.

Time allocation: 5 hours, consultation with CRA 2 hrs

Contribution of total team members: M. Guba (100%)

Date: 4 September 2017

Output: Program of the first expert mission

C) 1st expert visit to Georgia to draft structure and content of expert analyzes and recommendations (minimum 5 day trip to Georgia without travel time)

The first expert mission follows the output of the desk research. Martin Guba and Petra Mašková, members of the expert team, will travel to Georgia. The focus will be on understanding the local conditions, conducting structured interviews with local experts and partners' representatives on their expectations and current governmental concepts, possible risk factors, opportunities and threats. A 5-day mission to Georgia will be supported by the local project support (Mr. Barbakadze), who will organize meetings with relevant members of the state administration and self-government and ensure smooth interpretation. Meetings will focus on experience with e-learning and the possibility of its utilization in practice. At the same time, the program will build on the existing outputs of the project

"Promoting Public Administration Reform in Georgia" - above all the experience with the pilot testing of e-learning module in 3 municipalities.

Discussions will be conducted to determine the current status of organizational learning and development of officials and the possibilities of linking it to the e-learning practice. Priority training needs of officials will be identified (prerequisite for focusing e-learning primarily on basic topics to be used by a large target group to make e-learning a maximum positive effect – e.g. training of new officials, basic management topics for senior officials). Another important topic will be the current technical equipment (HW and SW) and the possibilities of its utilization for e-learning). On the basis of the information gathered, the e-learning system will be designed and the requirements (technical, financial, human resources) determined to ensure its sustainability.

Meetings with CEGSTAR employees of the Ministry of Finance and other recommended partners will be part of the first visit as well. Assessment of CEGSTAR with regard to its planning of financial and human resources and the identification of its needs and requirements (not only) in these areas will be realized.

Time allocation: 10 expert days + travel days

Date: 25 - 29 September 2017

Contribution of expert team members: M.Guba (40%), P.Mašková (40%), R. Barbakadze (20%)

Output: Realization of the 1st expert visit

D) Drawing up a report from the first expert visit to Georgia, min. 2 standard pages in the Czech language

After returning to the Czech Republic, a mission report will be drafted by the experts to summarize the information obtained during the structured interviews with the representatives of the partners' organizations and other relevant stakeholders.

Time allocation: 8 hrs

Date: 2 October 2017

Contribution of expert team members: M.Guba (50%), P.Mašková (50%)

Output: 1st Mission report

E) Elaboration of the draft structure and content of expert analyzes and recommendations in the range of min. 2 standard pages without annexes in English;

In this stage, experts will focus on drafting a structure and content of the analysis and recommendations in English. MEPCO expert team will identify the specific Georgian contacts and counterparts who assist them further by providing relevant inputs and information. Within this activity, consultations on the draft version of the structure with the Czech Development Agency will be scheduled.

Time allocation: 10 hrs, consultation with CRA 3 hrs

Date: 1 - 3 October 2017

Contribution of expert team members: M.Guba (60%), P.Mašková (40%)

Output: Structure and content of expert analyzes and recommendations

(F) Sending a report from the 1st expert visit to Georgia and drafting the structure and content of expert analyzes, including CRA recommendations no later than 10 working days after returning from the visit, incorporating the CRA's comments no later than 3 working days after.

The report will be sent to the CRA, followed by comments on the content and structure of the proposed analysis documents.

Time allocation: 3 hrs

Date: 4 October 2017

Contribution of expert team members: M.Guba (100%)

Output: Structure and content of expert analyzes and recommendations (including CRA comments)

G) Expert analyzes and recommendations draft in the scope of min. 51 standard pages without annexes in English, no later than 15 working days after approval of the structure of expert analyzes and recommendations by the CRA.

The expected structure of the report will reflect the CRA's requirements:

- description and assessment of the progress of public administration reforms (with emphasis on local self-government) in Georgia from 2012 min. 5 standard pages without annexes, taking into account in particular the content, intensity and impact of the reforms under review;
- description and evaluation of plans for public administration reforms (with emphasis on local self-government) in Georgia over the next 10 years, min. 3 standard pages without annexes, taking into account, in particular, the topic of decentralization of public administration and the (re) division of competences between institutions;
- description and evaluation of existing interventions and projects of foreign donors and similar institutions in the public administration sector (with emphasis on local

self-government) from 2012 min. 5 standard pages without annexes, taking into account especially the context of the origin, course and impact of these interventions and projects;

- external monitoring of the progress and impact of the project "Supporting Public Administration Reform in Georgia" and its partial implementation in min. 8 pages without attachments, reflecting the progress of implementation of activities and outputs, as well as their impact, cost and adequacy of sustainability into the future,
- description and assessment of the state of the partner institutions' and their needs, min. range of 15 pages, reflecting in particular the possibilities and needs of CEGSTAR in management and financial planning (i.e. financial planning, fundraising and management etc.), human resources (i.e. human resource planning, recruitment and selection of employees, staff training and development, etc.) and other (in particular systemic) requirements;
- proposal to create an e-learning system for public administration employees (under CEGSTAR) min. 15 standard pages, containing the following topics:
 - developing the concept of e-learning system implemented into the overall system of public servants training, following on-site learning and the overall organization of e-learning,
 - proposing the creation, updating, distribution and evaluation of study plans and individual courses,
 - designing parameters for hardware and server operating system,
 - designing parameters and functions for software,
 - evaluating possibilities and requirements for its financial sustainability (i.e. financial plan with at least 5 years vision) and the service (number of persons, their positions and the required education).

Attachments will consist of at least the following:

- list of all implemented and proposed reforms (on behalf of central public administration bodies) in the field of public administration from 2012 to 2017, with a view to the next 10 years;
- organizational diagrams of public administration in Georgia at the level of central public administration bodies and local authorities with local jurisdiction;
- organigrams of CEGSTAR and the Ministry of Finance or other organizations according to the tendering requirements
- list of all organizations, which were attended during the expert visits to Georgia, with contact information (email and mobile phone and registered address).

During the elaboration of the analysis, the expert team will take into account Czech experience with public administration processes. It can help identify potential risks and threats.

Time allocation: 140 hrs, consultation with CRA 16 hrs

Date: 5 October – 16 October 2017

Contribution of expert team members: M.Guba (50%), P.Mašková (40%), R.Barbakadze (10%)

Output: Draft document consulted by the Czech Development Agency

H) Sending the draft of expert analyzes and recommendations to CRA, incorporating the CRA's comments within 5 working days

Concurrently, the expert team will consult the final version of the document with the Czech Development Agency and will incorporate all comments and feedback.

Time allocation: 8 hrs

Date: 16 October 2017

Contribution of expert team members: M. Guba (100%)

Output: Draft document consulted by the Czech Development Agency

I) Elaboration of the program and agenda of the second expert visit of min. 3 standard pages in the Czech language and sending a program for approval of the CRA no later than 15 days before departure, incorporation of the CRA's comments within 3 working days

Time allocation: 5 hours, consultation with CRA 5 hrs

Date: 2 October 2017

Contribution of expert team members: M. Guba (100%)

Output: Program of the second expert mission

J) 2nd expert visit to Georgia for the purpose of presenting expert analyzes and recommendations to the partners and completing them, 5 day trip

Petra Maskova and Martin Guba will attend the 2nd expert visit to Georgia lasting for another 5 days. The main goal is to present and discuss the actual state of analysis and recommendations and to collect feedback to be involved in the final version. The focus of the visit will be more on recommendations. Ensuring a broad audience of stakeholders can be considered as one of the main preconditions for a successful presentation, enabling the best possible overall result (after implementing the feedback). Therefore, the preparation of this activity will be coordinated in close cooperation with the Czech Development Agency

and CEGSTAR to achieve adequate cooperation with the representatives of the Georgia partners. Comprehensive Powerpoint presentation will be prepared for the purpose of summarizing the main conclusions. We expect 5 day expert visit to ensure there is enough time to possible further discussions and detailed description of the output.

Time allocation: 10 expert days + travel days, consultation with CRA 15 hrs

Date: 23-27 October 2017

Contribution of expert team members: M. Guba (40%), P.Mašková (40%), R. Barbakadze (20%)

Output: Realization of the 2nd expert visit

K) Drawing up a report from the first expert visit to Georgia, min. 2 standard pages in the Czech language

After returning to the Czech Republic, a mission report will be drafted by the experts to summarize the information obtained during the structured interviews with the representatives of the partners' organizations and other relevant stakeholders.

Time allocation: 8hrs

Date: 30 October 2017

Contribution of expert team members: M.Guba (50%), P.Mašková (50%)

Output: 2nd Mission report

(L) drawing up a list of comments and requests from the applicant, min. 2 standard pages without annexes in English

After returning to the Czech Republic, a collection of feedback will be drafted by the experts to summarize the information obtained during the interviews with the partners representatives of and other relevant stakeholders.

Time allocation: 8 hrs

Date: 31 October 2017

Contribution of expert team members: M.Guba (50%), P.Mašková (50%)

Output: Collection of feedback

(M) Sending a report from the 2nd expert visit to Georgia and drafting the structure and content of expert analyzes, including CRA recommendations no later than 10 working days after returning from the visit, incorporating the CRA's comments no later than 3 working days after.



The report will be sent to the CRA, followed by comments on the content and structure of the proposed analysis documents.

Time allocation: 10 hrs, consultation with CRA 3 hrs

Date: 3 November 2017

Contribution of expert team members: M. Guba (70%), P. Mašková (30%)

Output: List of comments and requests from the applicant (final version)

N) the final version of the expert analyzes and recommendations of the CRA and the applicants with attachments in electronic form in English.

After the approval of a structure for the final output by the Czech Development Agency, the expert team will prepare the final document, which will meet all requirements of the Czech Development Agency (e.g. at least 51 pages without attachments). The final document incorporates all relevant comments received from representatives of Georgian partners during the second expert mission. Within this activity, the English grammar correction will be conducted contributing to the higher quality of the final document, which will be prepared in an electronic version.

Time allocation: 140 hrs, consultation with CRA 25 hrs

Date: 30 October – 20 November 2017

Contribution of expert team members: M. Guba (40%), P. Mašková (40%), R. Barbakadze (20%)

Output: Final version of the document