



Ref. No. 282173/2017-ČRA

Call for an expert (or a team of experts) to assess the proposals for and the implementation of the projects of the International Development Cooperation of the Czech Republic in the area of technical standardisation in Bosnia and Herzegovina

I. Contracting Authority Identification

The Czech Development Agency (hereinafter referred to as “CzechAid”), a structural unit of the state subordinated to the Ministry of Foreign Affairs of the Czech Republic, performs tasks in the context of International Development Cooperation of the Czech Republic (hereinafter referred to as the “ODA”). CzechAid is responsible for implementing projects of bilateral ODA and for distributing the funds allocated to such projects.

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II. Description and Rationale

CzechAid seeks an expert (or a team of experts) to assess the new project theme and implementation of the projects of the ODA in the area of technical standardisation in Bosnia and Herzegovina; the assessment will be used as expert supporting material for the evaluation of the finished implementation of projects and possibilities for the implementation of a new project theme.

Bosnia and Herzegovina is a priority country for the ODA. In 2016, the Government of the Czech Republic adopted its Resolution Ref. No. 631 of 11 July 2016, which approved Bosnia and Herzegovina as a priority country even after 2018. In 2017, the Development Cooperation Programme between the Czech Republic and Bosnia and Herzegovina was adopted, whose one of the main goals includes “**Contributing to the Transformation Process and the Development of Effective, Accountable and Inclusive Institutions at all levels**”.

The assessment of the theme and implementation of the technical standardisation projects of the ODA aims at this area; it will be divided into two parts:

In Part One, the external monitoring of 2 finished technical standardisation projects will take place; the projects are described in detail in the “*List of Projects of the ODA in the Area of Technical Standardisation in Bosnia and Herzegovina*”, which constitutes Annex 1 hereto. The external monitoring will be based on the Logical Framework Matrixes of the 2 finished projects, which constitute Annexes 2 and 3 hereto.

In Part Two, the theme of the project “*Capacity Building of Standardisation and Conformity Assessment Bodies of National Quality Infrastructure Related to the Area of Construction*”, which is described in the project identification form and constitutes Annex 4 hereto, will be evaluated. Part 2 will also include the assessment of the current state and the potential for the development of the local partner organisation (the Institute for Standardisation of Bosnia and Herzegovina, hereinafter also referred to as the “BAS”) and its capacities and needs.



Further supporting materials and documents of CzechAid required for the external monitoring of 2 projects and the assessment of the new project theme will be provided to the winning bidder.

III. Subject-Matter of Performance and Required Outputs

The evaluation of the proposals for and the implementation of the project of the ODA in the context of technical standardisation in Bosnia and Herzegovina will be divided into two parts.

In Part One, external monitoring of 2 finished technical standardisation projects will take place; the projects are described in detail in the “*List of Projects of the ODA in the Area of Technical Standardisation in Bosnia and Herzegovina*”, which constitutes Annex 1 hereto. The external monitoring will be based on the Logical Frame Matrixes of 2 finished projects, which constitute Annex 2 and Annex 3 hereto.

The expert (or the team of experts, if applicable) will prepare an independent *monitoring report on the project implementation* for each of the projects with a minimum of 14.5 standard pages (excl. annexes in English), which shall contain the following:

- a) **Project identification details**: namely, the project name, the project promoter identification details (its name, delivery address, first name and surname of the person authorized to act on behalf of the promoter, email address, telephone number, and project contact person: email address, telephone number; external monitoring contact person¹: email address and telephone number), project receiver identification details (its name, delivery address, and the first name and surname of the person authorized to act on behalf of the recipient: email address, telephone number, project contact person: email address, telephone number; external monitoring contact person²: email address and telephone number); project implementation schedule, including milestones for the implementation of project outputs and activities; funds allocated to the entire duration of the project and years of the project implementation – *a minimum of 0.5 standard page (excl. annexes in English)*;
- b) **A brief summary of the course and contents of the external monitoring** of the project, i.e. a description of the course of the monitoring (incl. brief minutes of all meetings) which must also indicate the day, time and venue of such meetings, the name of the local partner organisation/local institute which participated in the meeting, as well as the first name and surname and contact details (email address and telephone number) of the person who attended the meeting - *a minimum of 3 standard pages (excl. annexes in English)*;
- c) **Project context analysis**, i.e. a project context analysis containing a description and analysis of the economic and social situation in the country, the government policy and donor activity in the given sector, the context within which the ODA is providing cooperation in Bosnia and Herzegovina, an analysis of the development issue, an analysis of the stakeholders and support for the project provided by the recipient’s country – incl. a comparison of the original state and the development achieved during the project implementation on the basis of data collected on the spot and its reconstruction – *a minimum of 3 standard pages (excl. annexes in English)*;

¹ If different from the person indicated as the contact person for the project.

² If different from the person indicated as the contact person for the project.



d) An analysis of the project purpose and objectives with a minimum of 3 standard pages (excl. annexes in English), which must contain the following 3 items:

- A narrative description of the purpose and objectives;
- An analysis of whether the purpose and the objectives were achieved as compared with the indicators as established in the logical framework matrix, or on the basis of locally collected data and its reconstruction, if applicable;
- An assessment of the suitability of the selection, achievement and impact of the purpose and the objectives with respect to the project outputs – and also with respect to other activities in the given field or the activities of the local partner organisation;

e) An assessment of the implementation of individual activities with respect to the achievement of outputs with a minimum of 3 standard pages (excl. annexes in English), which must contain the following 3 items:

- An assessment of the suitability of the selection, achievement of the project outputs as compared with the indicators and their baseline data as established in the logical framework matrix, or on the basis of locally collected data and their reconstruction, if applicable;
- An assessment of the suitability and the progress of the implementation of the project activities, an assessment of the role/activity of the project promoter and the local partner organisation.

f) Conclusions and recommendations, which will recapitulate the main findings from the external monitoring and expert recommendations, incl. proposals for improving the implementation of similar projects of the ODA – *with a minimum of 2 standard pages (excl. annexes in English)*.

g) Annexes to the project implementation monitoring report, which will contain a list of legislative, standardisation and other binding documents related to the given field and project; a list of certificates, registrations and licenses awarded to the local partner organisation and its subordinated organisations, such as research institutes or laboratories; a list of the current technical (professional) facilities of the organisation with a brief technical description; the annexes may also include minutes of meetings, photographic documentation and any other relevant documents, such as leaflets/fact sheets for the projects of other donors etc.

In Part Two, the theme of the project “*Capacity Building of Standardisation and Conformity Assessment Bodies of National Quality Infrastructure Related to the Area of Construction*”, which is described in the project identification form and constitutes Annex 4 hereto, will be evaluated. Phase 2 will also include the assessment of the current state and the potential for the development of the local partner organization (the Institute for Standardisation of Bosnia and Herzegovina, hereinafter also referred to as the “BAS”) and its capacities and needs.

The expert (or the team of experts, if applicable) will prepare an expert report summarizing and analysing the expert, staffing and financial capacities of the BAS and its main needs; this report must have a minimum of 13 standard pages (excl. annexes in English) and must contain the following areas:



- a) A brief historical development and the current position of the local partner organisation, incl. its legislative and expert anchoring in the public and expert structures of Bosnia and Herzegovina – *with a minimum of 2 standard pages (excl. annexes in English)*;
- b) The organigram and staff capacity of the local partner organisation, in particular members of management and mentors, the facilities and other staff issues (such as the qualifications and expertise of the employees, staff turnover rate, etc.) – *with a minimum of 3 standard pages (excl. annexes in English)*;
- c) The method of financing and financial capacity of the local partner organisation, in particular in the context of the state aid, income from the private sector and cooperation with other donors, etc. – *with a minimum of 2 standard pages (excl. annexes in English)*;
- d) An analysis of the current expert, legislative and technical needs and possibilities of development of the local partner organisation, in particular with respect to the areas indicated in the project identification form, which constitutes Annex 2 hereto, and the following 2 items – *with a minimum of 6 standard pages (excl. annexes in English)*;
 - An analysis of the previous implementation and application of *national* legislation in the area of standardisation, metrology, etc. – as compared with the implementation of similar measures in at least 2 EU countries and 2 countries outside the EU;
 - An analysis of the previous implementation and application of *EU* legislation in the area of standardisation, metrology, etc. – as compared with the implementation of similar measures in at least 2 EU countries and 2 countries outside the EU;
 - A detailed analysis of Regulation No. 305/2011, its implementation in Bosnia and Herzegovina and a proposal of at least 2 suitable methods for its implementation in Bosnia and Herzegovina – as compared with the implementation of similar measures in at least 2 EU countries and 2 countries outside the EU.

IV. Implementation Plan

The expert (or the team of experts, if applicable) will follow the Implementation Plan, which will have the following structure:

- a) Expert and logistics preparation before **Expert Stay I**, research of available documents (project documentation, implementation reports from different promoters, monitoring reports of CzechAid, etc.)
- b) Preparation of a detailed agenda of Expert Stay I and its sending to CzechAid for approval no later than 10 business days before the departure, incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof, the agenda of the Expert Stay will be prepared in cooperation with the local partner organisation;
- c) Expert Stay I in Bosnia and Herzegovina in order to gather field data for outputs (i.e. 2 project implementation monitoring reports) related to *Part One of the Subject-Matter of Performance* hereof, see "*Subject-Matter of Performance and Required Outputs*" above (at least a 5-day stay to Bosnia and Herzegovina, excl. the time spent on travelling, in March 2018);
- d) Drawing up of a report from Expert Stay I, containing information about the meetings conducted and the field work in Bosnia and Herzegovina with a minimum of 2 standard pages (excl. annexes in English)(excl. annexes in English) no later than 20



- business days after the return from Bosnia and Herzegovina, and the incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof;
- e) Preparation of outputs (i.e. 2 project implementation monitoring reports) related to *Part One of the Subject-Matter of Performance* hereof with a minimum of 14.5 standard pages (excl. annexes in English) and their submitting to CzechAid no later than 20 business days after the return from Bosnia and Herzegovina and the incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof;
 - f) Expert and logistics preparation before **Expert Stay II**, gathering and research of available documents (acts and other legislation, organigrams and financial plans of the local partner organisation, certificates awarded to the local partner organisation and standards issued by the local partner organisation, etc.);
 - g) Preparation of a detailed agenda of Expert Stay II and its submitting to CzechAid for approval no later than 10 business days before the departure, the incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof and the preparation of the agenda of the Expert Stay in cooperation with the local partner organisation on the spot;
 - h) Expert Stay II in Bosnia and Herzegovina for the purpose of collecting field data for outputs (i.e. expert report summarizing and analysing the expert, staffing and financial capacities of the BAS and its main needs) related to *Part Two of the Subject-Matter of Performance* hereof, see "*Subject-Matter of Performance and Required Outputs*" above (at least a 5-day stay in Bosnia and Herzegovina, excl. the time spent on travelling, in April 2018);
 - i) Drawing up of a report on Expert Stay II containing information about the meetings conducted and the field work in Bosnia and Herzegovina with a minimum of 2 standard pages (excl. annexes in English) (excl. annexes in English) no later than 20 business days after the return from Bosnia and Herzegovina and the incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof;
 - j) Preparation of outputs (i.e. an expert report) related to *Part Two of the subject-matter of performance* hereof with a minimum of 13 standard pages (excl. annexes in English), their sending to CzechAid no later than 20 business days after the return from Bosnia and Herzegovina, and the incorporation of the comments of CzechAid no later than 3 business days after the receipt thereof.

The subject-matter of performance will include at least 1 consultation with the representatives of CzechAid in Prague and also a remote consultation with CzechAid (by telephone or email) lasting approx. 6 man-hours.

The draft implementation plan in Czech will also contain a detailed description of the procedure with respect to items a) – j) above with a minimum of 3 standard pages (excl. annexes in English), incl. a specification of the number of days/hours required for the items, their staffing/staff responsibility and the expected dates of expert stays. (The draft implementation plan will be included in the bid of the expert, or the team of experts, if applicable, see section "*Contents and Form of the Bid*" hereof.)



V. Partner Organisations

A list of project promoters and local partner organisations is contained in the “*List of Projects of the ODA in the Area of Metrology and Technical Standardisation*”, which constitutes Annex 1 hereto.

The contact details of responsible persons will be provided to the winning bidder.

VI. Timing and Performance Dates

Expert work in the Czech Republic will be carried out after the signature of the contract (expected in February 2018). The expert stays in Bosnia and Herzegovina will be in March and April 2018, see “*Subject-matter of Performance and Required Outputs*” above.

VII. Type of Contract

Contract for work (in English)

VIII. Qualification Requirements

- A degree in engineering, law or economics and extensive knowledge on the creation, publication and proper distribution of technical standards, standard documents and publications;
- At least 5 years' experience in technical standardisation, specifically experience in the assessment and coordination of opinions on documents of international and European standardisation organisation and experience in the comprehensive delivery of the national agenda in the area of technical standardisation, incl. the creation of standards and the coordination of such activities at a national level;
- Experience in monitoring and/or evaluating at least 2 international projects, i.e. projects implemented outside the expert's current country of residence in the last 3 years(i. e. since 10 January 2015);
- Active command of English at level C1 according to the Common European Framework of Reference for Languages;³
- Active command of the Bosnian/Croatian/Serbian (BCS) languages at level B2 according to the Common European Framework of Reference for Languages;⁴
- Ability to travel for the expert stay in Bosnia and Herzegovina on the dates mentioned above.

Advantage:

- Work experience in Bosnia and Herzegovina, or in other developing countries (A list of countries eligible for developing country membership is attached hereto as Annex 5) *is an advantage.*

³ This qualification requirement may be proved through an external supplier, such as a translator or interpreter.

⁴ This qualification requirement may be proved through an external supplier, such as a translator or interpreter.



If a team of experts wishes to participate in the tender, the qualification requirements referred to above that are met by such a person have to be expressly stated for each person identified as an expert (in the list of experts) qualification requirements. One person may meet multiple qualification requirements at the same time.

The persons, who will prove the fulfilment of the qualification requirements, will participate in person in the performance of the present tender in Bosnia and Herzegovina.

The persons, who will prove the fulfilment of the qualifications requirements, must not be in an employment or similar relationship with the promoters or partner organisations specified in Annex 1 and Annex 4 hereto.

IX. Contents and Form of Bids

A bid submitted by an expert (or a team of experts) must contain:

- **Identification of the expert (or the team of experts)**, i.e. a name list of all persons involved in the performance of the subject-matter, incl. administrative support staff members, translators/interpreters etc., each person in the description of the team must be identified by his/her contact details (email address and mobile telephone number); the bidders must specify the qualification requirements met by such a person for each person used to prove the fulfilment of the qualification requirements, see section “*Qualifications Requirements*” hereof;
- **A structured curriculum vitae** (or structured curricula vitarum) in English, incl. the contact details of at least 2 reference persons (email address and mobile telephone number), which must suggest, *inter alia*, the fulfilment of the qualification requirements mentioned above, see section “*Qualifications Requirements*” hereof;
- **Sworn statements** proving the active command of English and BCS at the required level according to the Common European Framework of Reference for Languages, see section “*Qualifications Requirements*” hereof;
- **A quotation in EUR, incl. VAT** (covering any and all expert services and other costs related to the international stay; the price must be final and include any and all payments and services requested from CzechAid by the experts), see section “*Bid price calculation method requirement*” hereof;
- **An extract from the Company Register** (if the entity submitting the bid is registered in the Company Register) or an extract from any other similar register. The extract from the Company Register or from any other similar register must be submitted as a simple copy and it must not be older than 90 days;
- **Proof of a clean criminal record** of the entity submitting the bid (i.e. the expert or the members of the bidder’s governing body and persons entrusted with the implementation) with an extract from the Penal Register for all the persons mentioned above. The extract from the Penal Register must be submitted as a simple copy and must not be older than 90 days;
- **Draft implementation plan** in English with a minimum of 3 standard pages, which must be structured according to the instructions contained in section “*Subject-matter of performance and required outputs*” and “*Draft Implementation Plan*” hereof. The Draft Implementation Plan of the winning bid will become a schedule to the Contract.



Bids may be submitted by legal entities provided that the natural persons in an employment or similar relationship with such a legal entity will perform the role of the experts/consultants, administrative support staff, etc. The relations between the legal entity and such a natural person must be documented (e.g. by way of a consortium agreement, a subcontractor agreement, employment contract, etc.).

If a legal entity or a natural person **proves the fulfilment of the qualifications through a subcontractor, i.e. through an external worker** (e.g. a translator, interpreter, or a native speaker, etc.), the participant in the tender is obliged to **submit a contract concluded with such a sub-contractor** which implies the subcontractor's obligation to render the performance intended for the performance of the present Call and/or to render things or rights which the participant will be entitled to dispose of in the framework of the performance of the present Call at least to an extent no less than that to which the fulfilment of the qualifications have been proven by such a sub-contractor.

X. Requirements for the Bid Price Calculation Method

The expected total bid price is EUR 27 535, incl. VAT.

The maximum permissible total bid price is EUR 30 000, incl. VAT.

XI. Evaluation of Bids

When evaluating the bids, CzechAid will take account of the qualifications and expertise of the experts and the amount of the bid price, whereby higher qualifications and expertise and a lower bid price will be evaluated as more advantageous.

CzechAid reserves the right to select the bid that suits it best.

XII. Details for the Submission of Bids

The bids (max size 8 MB) must be sent by **Friday, 26 January 2018 by 12:00** to the following email addresses: lacinova@czechaid.cz and tender@czechaid.cz

(The applicants will be informed of the results by Friday, 9 February 2018.)

Any bids received after the time and date mentioned above shall be disregarded.

CzechAid reserves the right to set aside the present Call or to amend the tender conditions without stating a reason. CzechAid reserves the right to reject any and all bids submitted.



XIII. List of Annexes

Annex 1 – List of projects of the ODA in the area of technical standardisation in Bosnia and Herzegovina

Annex 2 – Logical Framework Matrix to the project: “*Support for the Capacities of the Institute for Standardisation of Bosnia and Herzegovina in the Implementation of EUROCODES*” (2014–2017, Bosnia and Herzegovina)

Annex 3 – Logical Framework Matrix to the project: “*Support for the Application of the Principles of the Free Movement of Goods and the Improvement of the Safety of Products Introduced onto the Market in Bosnia and Herzegovina*” (2012–2014, Bosnia and Herzegovina)

Annex 4 – Project identification form (“*Capacity Building of Standardisation and Conformity Assessment Bodies of National Quality Infrastructure Related to the Area of Construction*”)

Annex 5 – List of countries eligible for developing country membership

Further supporting materials and documents of CzechAid required for the external monitoring of 2 projects and the assessment of the new project theme will be provided to the winning bidder.

Prague, date: - 3. 01. 2019

Ing. Pavel Frelich,

Director of the Czech Development Agency

