

## **TENDER ANNOUNCEMENT**

Service description	Development of IT Tool for Corruption Risk Assessment and IT Tool for Anti-Corruption Assessment of Legislation
Duty Station	Home based with travel to SEE Region <sup>1</sup>
Type of service	Regional - Project Assignment
Language	English
Eligibility	Legal entities and physical persons
Contract type	Service Contract
Maximum allocated budget	20.000 EUR
Application deadline	28 January, 2018 (midnight Central European Time)
Expected starting date	ASAP / February, 2018
Expected ending date	30 November, 2018
Applications to be submitted to	<a href="mailto:vacancy@rai-see.org">vacancy@rai-see.org</a>

### **1. BACKGROUND AND JUSTIFICATION**

Regional Anti-corruption Initiative (hereinafter: RAI) is a permanent regional intergovernmental organization comprised of nine member countries from South East Europe: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Moldova, Montenegro, Romania and Serbia.

RAI's mission is to lead regional cooperation to support anti-corruption efforts by providing a common platform for discussions through sharing knowledge and best practices.

RAI Secretariat is based in Sarajevo and it serves as the center for regional anti-corruption cooperation in South Eastern Europe (SEE) through coordination, facilitation and dissemination of best practices and lessons learned. Secretariat tailors its activities to directly support the efforts of SEE countries to meet the standards and requirements related to the Justice and Home Affairs field on the road to the main goal – full EU membership.

RAI in cooperation with the United Nations Office and Drugs and Crime (UNODC) is currently implementing the Southeast Europe Regional Programme on Strengthening the Capacity of

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<sup>1</sup> For further details, please see 2. Objective of the service

Anti-corruption Authorities and Civil Society to Combat Corruption and Contribute to the UNCAC Review Process (hereinafter: “the Programme”), which aims at building and strengthening the capacity of governments and Civil Society Organizations (CSOs) from SEE to prevent and fight corruption. The Programme targets Albania, Bosnia and Herzegovina, Kosovo\*, Moldova, Montenegro, Republic of Macedonia, Serbia, which have been identified as priority countries in the Southeast European region. Some of the Programme’s outcomes will also include Bulgaria, Croatia and Romania. The direct beneficiaries are 23 national ministries and anti-corruption agencies, as well as 75 CSOs. Regional Programme promotes gender equality and social inclusion in all of its objectives.

To achieve its objective, the Programme will implement six outcomes developed in coherence between RAI and UNODC and their respective expertise. The published Terms of References refer to delivery of the following outcomes:

*Outcome 1: By the end of 2018 it is expected that at least three beneficiary countries will have introduced or have strengthened their corruption risk assessment mechanism*

*Outcome 2: By the end of 2018 it is expected that at least three beneficiary countries will have introduced or have strengthened their mechanism for anti-corruption assessment of law (corruption proofing of legislation).*

The above outcomes have to be completed through supporting national authorities in developing and putting in use an Information Technology (hereinafter: IT) tool, customized to national legal framework and in line with the methodologies on corruption risk assessment<sup>2</sup> / anti-corruption assessment of legislation (“corruption proofing of legislation”)<sup>3</sup>.

## **2. OBJECTIVE OF THE SERVICE**

The purpose of the service is to assist in the implementation of the Programme objectives through development/upgrading of national IT software / application for performing corruption risk assessment and corruption proofing of legislation.

The outputs shall be based on national legal framework, national methodologies on corruption risk assessment and corruption proofing of legislation and existing IT solutions in this area.

The required assistance in development of IT tool on corruption proofing will be delivered to Bosnia and Herzegovina, Kosovo\*, Macedonia and Montenegro, while the assistance in development/upgrading of IT tool on corruption risk assessment will be delivered to Bosnia and Herzegovina, Macedonia and Montenegro. In case of unpredicted circumstances, a country listed here might be replaced with another Programme target country. RAI Secretariat shall duly notify the selected Applicant on this change prior to starting the first activity stipulated in Chapter 4.

Under the supervision of the Head of RAI Secretariat, the selected Applicant shall work closely with RAI experts on corruption risk assessment and corruption proofing of legislation and respective national institutions dealing with risk assessment in order to better understand the project objectives and to ensure that the products will be delivered within the agreed timeline and an agreed quality.

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\*This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

<sup>2</sup> For details, see: <http://rai-see.org/corruption-risk-assessment/>

<sup>3</sup> For details, see: <http://rai-see.org/anti-corruption-assessment-of-laws/>

### 3. OUTPUTS

The Applicant shall be responsible for the following deliverables for each of the countries requesting assistance in the field of using IT applications in carrying out corruption risk assessment and corruption proofing of legislation:

1. Review of existing IT tools/applications and technical capacities related to corruption risk assessment in public institutions and corruption proofing of legislation, and preparation of the Summary Report with recommendations of necessary actions/interventions for each respective country;
2. Templates for IT Tool on Corruption Risk assessment and IT Tool on Corruption Proofing designed
3. Technical specifications and features of IT Tool for each country determined; with methods for ensuring protection of data and with initial proposition of statistics including gender disaggregated statistics that can be extracted from the collected data through IT tool;
4. A tailored model of IT tool on corruption risk assessment and IT tool on corruption proofing of legislation designed, based on national legal framework and methodologies on corruption risk assessment and corruption proofing of legislation;
5. IT tools delivered to respective national institutions and tested:
  - a. The IT tools should ideally be as **open source** as possible, meaning that national institutions will be able – based on instructions given – to adapt or amend the IT tool as the legal or organizational framework might change over time; the adaptation should be possible through features of the IT tool itself and through reprogramming in the program code of the tool;
  - b. The IT tools should be applicable for the various local **languages**. While tools shall be drafted in English, its user interface shall later on have to be translated into the local languages and the translated words be inserted into the interface
  - c. The IT tools should allow for managing **all steps** of risk assessment and corruption proofing, including automatic compilation of standard reports based on standard lists of risks and text modules, monitoring of progress of work and of the implementation of recommendations, full statistical analysis, etc.);
  - d. The IT tools should be **compatible** with various (versions of) operating systems, hardware, software, and network/stand-alone PC environments as much as possible, and should allow for its outputs to be extracted in MS-Office compatible format.
  - e. IT tools need to be able to provide complex data and generate analytical reports.
  - f. IT tools delivered to respective national institutions and tested – final version (finalized after receiving comments and inputs from respective national institutions and RAI experts).
6. User Manuals on using IT tools produced in English language;

7. IT tools presented to wider audience of practitioners and adjusted training on using IT tools for conducting corruption risk assessment and corruption proofing of legislation delivered to competent national authorities;
8. Summary on project implementation process of not more than 5 pages prepared.
9. “Source code” of the IT tools that can be used for further intervention, upgrade and adjustment of IT tools.

#### **4. ACTIVITIES AND DEADLINES**

In close coordination with RAI Secretariat, RAI experts and national authorities, the Applicant will be expected to complete the below tasks:

<b>Tasks</b>	<b>Target Due dates</b>
<b>a. Carry out the assessment of existing IT tools/applications related to corruption risk assessment in public institutions and corruption proofing of legislation;</b>  <b>b. Produce summary of findings and recommendations of necessary actions/interventions for each respective country;</b>	<b>March 2018</b>
<b>c. Design a tailored model of IT tool on corruption risk assessment and IT tool on corruption proofing of legislation for selected countries, as follows:</b> <ol style="list-style-type: none"> <li><b>1. Corruption risk assessment: updates of 3 existing national IT tools</b></li> <li><b>2. Corruption proofing of legislation: producing one English version and 4 respective language variations</b></li> </ol>	<b>June 2018</b>
<b>d. Develop User Manuals on using the IT tools on corruption risk assessment and corruption proofing of legislation</b>	<b>July 2018</b>
<b>e. Present IT tools to the national authorities and delivering a tailored training to national authorities, in cooperation with RAI experts</b>	<b>October 2018</b>
<b>f. Produce the final report on project implementation process, in consultations with RAI Secretariat</b>	<b>November 2018</b>

## **5. FINANCES**

Applicants shall send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the tasks identified in the tender announcement, including professional fee, travel and lodging costs (for exceptions see 5.1), and any other applicable cost to be incurred by the applicant in completing the assignment. The contract price shall be fixed output-based price regardless of potential extension of the specified duration.

Payments will be done upon completion and approval of the tasks/deliverables and as per below percentages:

Tasks a-b: 20% of total contract amount

Tasks c-d: 50% of total contract amount

Tasks e-f: 30% of total contract amount

### **5.1. Budget and arrangements**

Maximum gross contracted amount shall not exceed 20.000 EUR.

In addition to the above amount, RAI secretariat shall organize and provide the following:

- Simultaneous or consecutive interpretation during duty travel missions foreseen by this tender announcement;
- Written translation of IT tools' contents from English to respective local languages;
- Written translation of User Manuals from English to respective local languages;
- Regional travel and accommodation for presenting IT tools to national authorities (Chapter 4, point e.)

In the event of unforeseeable travel not anticipated in this tender announcement, payment of travel costs including tickets, lodging and other expenses should be agreed upon prior to travel.

## **6. CONTRACTUAL ARRANGMENTS, REPORTING AND QUALITY CONTROL**

RAI Secretariat shall provide necessary support to the selected Applicant in order to execute the assignment during the duration of the contract. These shall include:

- Access to Programme-related documents necessary for execution of the assignment;
- Access and contacts in institutions that are relevant for the topic;
- Advice on gender mainstreaming;
- Any other inputs deemed necessary for successful completion of the assignment;
- Close cooperation with RAI experts assigned to Corruption Risk Assessment and Corruption Proofing of Legislation Components

Under the overall supervision of the Head of RAI Secretariat, the selected Applicant will develop and deliver the above listed outputs. All written deliverables should be submitted to the RAI Programme Officer. The outputs should be written in English in a concise and user-friendly language.

The selected Applicant should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the deliverables comply with the above requirements and meet adequate quality standards before sending them to RAI Secretariat and delivering to national institutions. The quality control should ensure consistency and coherence between findings and recommendations. It should also ensure that findings reported are duly substantiated and that solutions are supported by relevant judgment criteria.

RAI countries shall have ownership of the outputs listed above.

## **7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The applicants will be evaluated against the following criteria:

- Demonstrated experience in conducting similar assignments in the SEE region;
- Experience in working with international organizations, state institutions, and/or NGOs.
- The organizational/individual competency to deliver the services;
- Excellent English skills available among the staff/in the team.

Interested applicants shall supply the following documents/information when submitting the proposals:

1. Applicant summary details;
2. Evidence of previous work on similar matters with references;
3. Information about applicant's capacity and capability and composition of the proposed team (CVs);
4. A Technical Proposal outlining methodology, approach and implementation plan in line with tentative deadlines;
5. Availability/Commencement date;
6. Financial proposal in EUR;
7. Signed Statement of Exclusion (Annex 1 of this tender announcement)

## **8. EVALUATION OF APPLICATIONS**

RAI applies a fair and transparent selection process that takes into account both the technical qualification as well as the financial proposals submitted in support of the applications.

The contract shall be awarded to the applicant whose offer has been evaluated and determined as: responsive/compliant/ acceptable, and having received the highest score out of the technical and financial criteria defined below.

RAI will inform candidates about the outcome or status of the bidding process not later than February 5, 2018.

### **Criteria:**

*Technical Evaluation – documents based (70%)*

Out of which:

A Technical Proposal outlining methodology, approach and implementation plan in line with tentative deadlines – 20 percentage points;  
CVs of the key members of the crew on the assignment – 20 percentage points;  
Expertise of the Applicant - sample of previous work on similar matters with references – 30 percentage points.

*Financial Evaluation (30%)*

Evaluation of submitted financial offers will be done based on the following formula:

$$S = F_{\min} / F * 30$$

S - score received on financial evaluation;

F<sub>min</sub> - the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F - financial offer under the consideration.

The maximum number of the points assigned to the financial proposal will be allocated to the lowest price proposal among the candidates whose offer was determined as responsive/compliant/ acceptable.

## **9. HOW TO APPLY**

Potential applicants may send in additional questions. Questions shall be sent in English no later than fifteen (15) days before the submission deadline to [vacancy@rai-see.org](mailto:vacancy@rai-see.org). Answers will be provided no later than ten (10) days before the deadline for submitting proposals. All questions received and related answers will be published on the RAI website in order to give a fair, transparent and equal treatment to all Applicants. Information on senders will not be disclosed.

Full applications with supporting documents shall be sent by midnight of January 28, 2017 (23:59 CET) by email to RAI Secretariat ([vacancy@rai-see.org](mailto:vacancy@rai-see.org)).

Service description shall be indicated in the email subject line.

Regional Anti-corruption Initiative is committed to achieving workforce diversity in terms of gender, nationality and culture. Qualified women, individuals from minority groups and persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.