TENDER ANNOUNCEMENT – EXTENDED

Tender title:	Improvement of CRA and CPL IT tools
Service description:	Improvement and implementation of: a) IT Tool for Corruption Risk Assessment (CRA) and b) IT Tool for Corruption Proofing of Legislation (CPL)
Duty Station:	Home-based with travel to beneficiary jurisdictions
Language:	English
Eligibility:	Legal entities and group of physical persons[1]
Contract type:	Framework Agreement
Contract Maximum Value:	EUR 43.000
Application deadline:	October 24, 2021
Starting date:	ASAP
Ending date:	September 30, 2023
Applications to be submitted to	vacancy@rai-see.org (please indicate the tender title you are applying for in the email subject line)

1. BACKGROUND AND JUSTIFICATION

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and three observers: Poland, Georgia and Slovenia.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to help curb corruption in the SEE.

RAI Secretariat is based in Sarajevo and it is the executive body of the Initiative. It facilitates regional cooperation and efforts in curbing corruption in SEE by building on existing actions, through better coordination of all efforts, and by relying on high level political commitment.

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[1] See Section 7, paragraph 1 for details.

RAI and the United Nations Office on Drugs and Crime (UNODC) are implementing a 3-year regional project titled "Southeast Europe - Together Against Corruption" (hereinafter: SEE-TAC) funded by the Austrian Development Cooperation (ADC). The project implementation period is November 1, 2020 - October 31, 2023. SEE TAC focuses on Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia. The participation of Croatia, Bulgaria and Romania will be considered based on their relevant institutions and organizations' priorities and needs.

The overall project goal is to contribute to strengthened resilience of the SEE societies to corruption, harmonized by strengthening the capacity of governments, civil society organizations (CSOs), the private sector (PS) and the media to prevent and fight corruption.

The project builds upon the SEE Regional Programme on Strengthening the Capacity of Anti-corruption Authorities and Civil Society to Combat Corruption and Contribute to the UNCAC Review Process (hereinafter: the Phase I), implemented in the 2015-2020 period, funded by ADC. For further details on the preceding in Phase I, please consult the Final Evaluation Report of the Programme (Phase I).

During the mentioned Phase I, a consortium of IT experts (Information Technology) was contracted to develop/upgrade the national IT solutions for CRA and CPL. Following several rounds of consultations and needs and readiness assessment, Agency for Prevention of Corruption of Montenegro (ASK) and Agency for Prevention of Corruption of Bosnia and Herzegovina (APIK) isolated themselves as the direct beneficiaries with the need for development CPL and/or CRA IT tools. At a later stage, the High Judicial and Prosecutorial Council of Bosnia and Herzegovina (HJPC) expressed the interest to become the beneficiary of the CRA IT tool, in line with its competencies for the BiH judiciary. Consequently, ASK became the beneficiary of the CPL IT tool, as well as APIK, while APIK and HJPC became users of the CRA IT tool. The CRA tool was developed in two different versions, one corresponding to the needs of APIK and other corresponding to the needs of the HJPC.

2. ASSIGNMENT

Under this Framework Agreement, the Contractor will contribute to the following Programme outcome, with subsequent outputs:
Outcome 1: Targeted jurisdictions have strengthened their corruption risk assessment (CRA) mechanisms
> Output 1.2: IT tool on corruption risk assessment introduced/upgraded according to beneficiaries' needs
Outcome 2: The beneficiary countries have strengthened their capacities for corruption proofing of legislation (CPL) mechanisms
> Output 2.2: IT tool on corruption proofing of legislation introduced / upgraded in line with the beneficiaries' needs.

The assignment shall target relevant public authorities in the following jurisdictions: Albania, Bosnia and Herzegovina, Kosovo*, Moldova, Montenegro, North Macedonia and Serbia.

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* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

The objective of this assignment is to improve and implement of CRA and CPL IT tools. CRA IT tool shall be implemented in at least 4 public authorities in targeted jurisdictions, while the CPL IT tool shall be implemented in at least 5 public authorities in targeted jurisdictions by the end of contract implementation.

The contractor for improvement and implementation of CRA and CPL IT tools (hereinafter: The Contractor) will provide the following services to the RAI Secretariat:

1. Review of existing IT tools/applications and technical capacities related to implementation and use of the CRA and CPL IT tools in relevant public institutions (current users of both CRA and CPL IT tools, as well as relevant public authorities in remaining targeted jurisdictions). Deliver a Summary Report with recommendations of necessary actions/interventions for each respective jurisdiction and the Methodology for addressing the recommendations by the Contractor, under the awarded Contract;

2. Conduct the user needs assessment and produce the functional and technical specifications for improvement of the CRA and CPL IT tools. Facilitate adoption of the technical specifications by the beneficiary public authorities.

3. Develop, test and deliver CRA and CPL IT tools to respective public authorities, taking into the account the following:

   a. The IT tools should be as **open source** as possible, meaning that beneficiary 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 (e.g., back-office functionalities) and through amending the program code of the IT tool(s);

   b. The IT tools' interfaces should be easily 'localizable' e.g., by way of translation of labels to the relevant target jurisdictions' language and legal terminology;

   c. IT tools should enable all processes handled by administrators and users to be straight-forward and intuitive;

   d. The IT tools should comply with the technical requirements for the CRA and CPL IT tools (see Annex 1 of this Tender Announcement);

   e. The IT tools should allow for seamless transition from the previous versions of IT tools (produced by RAI in Phase I), including migration of all data generated and imported by users into the previous versions of the IT tools;

   f. IT tools need to be able to provide complex data analysis and generate analytical reports (including those required by users and the functional specifications, as well as the gender disaggregated statistics). The reports shall be user friendly and easily printable;

   g. Consider options for automation of specific application segments which require purchase of certain licences;

4. User Manuals on using IT tools produced in English language (including video guides for

software administrators and end-users);

5. Present IT tools to a wider audience of practitioners and deliver trainings on using the IT tools for CRA and CPL to relevant public authorities;

6. Develop a detailed implementation plan and report on bi-monthly basis to the RAI Secretariat.

7. Deliver source code of the IT tools, open for further intervention, upgrade and adjustment of IT tools, accompanied by the relevant technical documentation.

The minimum requirements for the CRA IT tool to be addressed by the functional and technical specification and the subsequent development of the new versions of the IT tools are as following:
1. Improve the security aspect of existing IT tools produced by RAI in Phase I, with a special emphasis, but not limited to tools operating in internet surrounding;
2. The new version of the IT tool shall allow for preservation of all data and maintaining its usability by all IT tool's functionalities (including, but not limited to all 'process' data related to development of CRA plans and reports);
3. The tool should allow the relevant administrator to perform individual and batch input of new risks and factors, as well as to alter the existing ones through a user-friendly interface;
4. Statistics functionality / module shall have the ability to aggregate and combine substantive quantities of data seamlessly;
5. The tool shall provide for a wide variety of user-friendly printable reports that can be generated with different filters, including, but not limited to: timeframe, certain types of measures, institutions, etc.
6. The tool shall foster the 'user friendliness' of the supported CRA processes. E.g., when developing a new plan, users shall be able to copy / clone entire or parts of previous CRA plans;
7. Automate the process of submitting proposals for newly identified corruption risks and measures to avoid these risks;
8. Introduce the additional controls (dependencies) between individual steps in a way that the user cannot omit any of the required steps.

The minimum requirements for the CPL IT tool to be addressed by the functional and technical specification and the subsequent development of the new versions of the IT tools are as following:
1. Based on user requirements, allow for including external authorities in the CPL process and ensure appropriate security measures, while addressing and improving the security aspect of the existing IT tool produced by RAI in Phase I;
2. Develop more advanced reporting functionalities in line with the user requirements;
3. Introduce additional controls (dependencies) between individual steps in a way that the user cannot omit any of the required steps.

Intellectual Property
All deliverables pertaining to or developed for purposes of this project (e.g. source code, project documents, etc.) belong to the RAI Secretariat and the beneficiary institutions, which possess the exclusive rights over their use. Except for purposes of this assignment, the information shall

not be disclosed to the public nor used without written permission of RAI Secretariat in line with the national and international copyright laws applicable.

3. ACTIVITIES AND TIMEFRAME

Although the Outcomes and Outputs are set, activities may be adjusted based on regional circumstances, beneficiary responsiveness, and methodologies applied.

The Contractor will be expected to complete the below tasks in line with the tentative timeframe:

Tasks	Tentative timeframe
1. Develop a detailed implementation plan and methodology	Within two weeks of contract signing
2. Conduct consultations with the relevant public authorities in 7 jurisdictions towards formulating the requirements for the CRA & CPL IT support	October - November 2021
3. Perform user needs assessment and develop functional and technical specification of user requirements (CRA & CPL IT tools) in 7 jurisdictions (specifications shall be approved by the beneficiaries prior the start of the software development)	November 2021 – February 2022
4. Upgrade the existing IT tool in line with the functional specification and perform pre-production testing, paired with regular end-user consultations (beneficiary institutions' test engineers or other relevant staff will actively participate in this stage)	March 2022 – September 2022
5. Translate IT tool's interfaces to local languages	October 2022
6. Implement and conduct post-production testing of IT tools	October 2022 – April 2023
7. Correction of remaining bugs and tools' shortcomings; obtaining beneficiaries' acceptance	November 2022 – April 2023
8. Development of end-user and administration manuals and videos	March-August 2022
9. Deliver trainings for use, administration and maintenance of the IT tools;	March-July 2022
10. Prepare and submit progress reports to the RAI Secretariat (bi-monthly)	Throughout the Contract implementation

Should the need for obtaining content-related guidance from CRA or CPL experts arise in the course of implementation of the Contract, RAI Secretariat will arrange for provision of such expertise in the amount of up to one expert day per each CRA and CPL.

4. SUPERVISION, REPORTING AND QUALITY CONTROL

The Contractor will operate under the overall supervision of the Head of RAI Secretariat and the immediate supervision of the Chief Programme and Communications Officer. The Contractor is expected to closely cooperate with Senior Anti-corruption Advisor and Chief Finance and Operations Officer as well.

All deliverables and reports should be submitted to the Chief Programme and Communications Officer. The deliverables should be written in English in a concise and user-friendly language. Deliverables developed in the course of the Programme shall be gender mainstreamed.

Proposed team members shall be engaged throughout the project implementation and during the warranty period (1 year following the end of the contract), and the Contractor cannot replace them, without RAI Secretariat's written approval.

The Contractor should ensure an internal quality control during the implementing of 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. 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.

5. BUDGET AND OTHER FINANCE ARRANGEMENTS

The maximum gross value of the Framework Agreement is EUR 43.000[2]. The total budget is gross and includes the following phases:

The contractor shall be responsible for all expenses related to delivery of the assignment, including, but not limited to: professional fee, regional and local travel, consecutive/simultaneous interpretation and written translation in the language of each beneficiary jurisdiction required for the delivery of the assignment.

The contract value shall be fixed and output-based price regardless of potential extension of the specified duration.

The contractor shall be home-based and travel for specific purposes as deemed necessary in accordance with restrictions caused by the outbreak of COVID-19.

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

Task No.[3]	Required deliverables	Payment (% of total contract amount)
1, 2, 3	1. Detailed implementation plan and methodology 2. User needs assessment report	25%

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[2] Exclusive of VAT for legal entities registered in BiH.
[3] Correponding to Section 3.

	3. Functional specification of user requirements (officially adopted by the beneficiaries)	
4,5	Functioning model of both IT tools in line with 80% of user requirements specified in the functional specification (featuring multi-language user interface) signed off by all beneficiaries	25%
6	*All core functionalities working and at least 60% new functionalities working 1. CRA IT tool implemented in at least 4 beneficiary public authorities 2. CPL IT tool implemented in at least 5 beneficiary public authorities	30%
7, 8, 9	*All core functionalities working and 100% of new functionalities working at all beneficiary institutions (bug-correction logs signed off by beneficiary institutions) 1. End-user and administration manuals and videos prepared and delivered to all beneficiary authorities 2. Training (administrators and end-users) performed 3. Final report submitted	20%

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- The applications will be evaluated against the following criteria: Over the past thirty-six (36) months prior to the submission deadline of this Tender, the applicant has successfully completed at least one similar contract (development and advancement of tailor-made software solutions in public sector, inclusive of analysis of user requirements and development of detailed functional specifications) with the single minimum value of EUR 30.000 (VAT excluded);
- The applicant (legal entities) has a minimum of two (2) staff employed on a permanent basis in the field related to this contract;
- The consortium (group of physical persons) has at least two members experienced in the field related to this contract;
- Demonstrated experience in conducting similar assignments in the SEE region, including, but not limited to: IT consulting, analysis and streamlining business processes; design, development, implementation and maintenance of tailor-made business IT solutions; user training.
- Experience in delivering services in the public sector, with focus on services in the area of prevention of corruption, strengthening integrity and transparency of the public sector institutions will be considered an asset;
- Experience in working with international organizations and public institutions;
- Excellent oral and written English skills of the team leader.

Additionally, proposed team members are required to demonstrate the following values and possess indicated competencies:

I.   Values:

- Demonstrates integrity, fairness and high ethical standards.
- Demonstrates professional competency and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Displays sensitivity and adaptability to culture, gender, nationality, race, religion and age.

II.   Competencies:

- Have strong communication skills, including the ability to ascertain user needs, constraints, opinions and ideas through active listening and transform them into structured functional and other requirements;
- Ability to develop and maintain partnerships, internally and outside the organization;
- Be able to act proactively and to respond positively, creatively, and constructively to changing situations and new demands;
- Have strong organizational skills and be capable of initiative and innovation;
- Work well independently and in teams to achieve collective goals through active participation;
- Ability to integrate gender mainstreaming and human rights policies in their work.

7. APPLICATION REQUIREMENTS

Eligibility – Legal entities and physical persons organized in consortia. Consortium – a group of two or more physical persons or a legal entity represented by a group of individuals.

Interested applicants shall submit the following documents/information in English to demonstrate the qualifications:
1. Concept outlining proposed implementation approach, with tentative timeframe for all phases of the assignment;
2. CVs of the proposed team members on the assignment, with clearly defined roles in delivering the project. The team leader should be indicated. All team members should be experienced in technologies noted in Annex 1 of this Tender. Although the number of team members is not limited, the team shall have at least two members fulfilling the following requirements (legal entities and consortia):
    a. Team leader / Senior analyst and designer – with at least 5 years of work experience in management of development projects and implementation of web-based application systems (1 person);
    b. Programmer – with at least 3 years of work experience in developing / programming web-based application systems (at least 1 person);
3. Evidence and description of previous similar contracts delivered in the past 3 years (including information on type of software developed/implemented, scope of project, name and sector of the client/beneficiary, project duration and approximate contract value). In case of a consortium, the document shall indicate the role of the team member held.
4. Declaration on honour/Certification signed by the team leader or legal entity representative (Annex 2)

5. In case the applicant is a legal entity, the following documents shall be submitted as well:
    a. Signed Statement of Exclusion (Annex 3 of this tender announcement);
    b. Copy of the registration;
    c. List of permanently employed personnel (signed by an authorized legal entity representative).

8. EVALUATION OF APPLICATIONS

RAI applies a fair and transparent selection process that takes into account the technical qualification all applicants. The contract will 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 criteria defined below:

Technical Evaluation – documents based (100%)

Out of which:
- Concept outlining proposed implementation approach, with tentative timeframe for all phases of the assignment: 30%
- Previous experience - evidence and description of previous similar contracts for web-application design, development and implementation projects delivered in the past 3 years: 30%
- CVs of the key members of the production company crew on the assignment, with clearly defined roles in delivering the project: 30%
- Demonstrated experience in conducting similar assignments in the SEE region (beyond jurisdiction of origin): 10%
- Experience in delivering services in the public sector, with focus on services in the area of prevention of corruption, strengthening integrity and transparency of the public sector institutions will be considered an asset: +5%

9. ADDITIONAL INFORMATION

All additional questions regarding this tender announcement can be submitted via e-mail with a clearly indicated tender you are referring to in the subject of the message, to the following e-mail address: vacancy@rai-see.org. All questions shall be submitted in English.

Questions may be sent not later than five days before the deadline for the submission of the applications. Answers will be provided not later than three days before the application deadline. All questions and answers that may be relevant to other applicants as well will be published on the RAI Secretariat website. Information on senders will not be disclosed.

10. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of October 24, 2021 (23:59 CEST) by email to RAI Secretariat (vacancy@rai-see.org). Applications submitted by other means (e.g. by fax, via post, in person) shall not be considered.

Tender Title needs to be indicated in the email subject line.

Acknowledgement receipt shall be sent for all received applications.

Late and incomplete applications will not be taken into consideration.

RAI is committed to achieving workforce diversity in terms of gender, nationality and culture. Women-owned entities and women-led consortia are encouraged to apply.

All applications will be treated with the strictest confidence.

Annex 1

Technical Specification and requirements of CRA and CPL IT Tools

A) CRA IT TOOL

The IT tool was developed using the following technologies:
- ✓ Laravel 5.5 framework (php) (https://laravel.com/)
- ✓ MySQL server (https://dev.mysql.com/downloads/mysql/)
- ✓ Html, CSS, jQuery

Prerequisites for installation of the IT tool on a server:
- ✓ Apache or a comparable PHP web server (https://httpd.apache.org/download.cgi)
- ✓ MySQL Database Server (https://dev.mysql.com/downloads/mysql/)

1.1. Laravel
Laravel framework follows the **MVC** (Model View Controller) **structure** which simplifies web application management. Coding language used in the application is PHP.
Structure of the application and the Laravel tree structure will be made available to the Contractor alongside the Source Code and the accompanying documentation.
Installation of Laravel 5.5 requires the following server preconditions:
- ✓ PHP >= 7.0.0
- ✓ BCMath PHP Extension
- ✓ Ctype PHP Extension
- ✓ Fileinfo PHP extension
- ✓ JSON PHP Extension
- ✓ Mbstring PHP Extension
- ✓ OpenSSL PHP Extension
- ✓ PDO PHP Extension
- ✓ Tokenizer PHP Extension
- ✓ XML PHP Extension

1.2. MySQL server
Database on MySQL server is used for data storage and management. Database structure will be made available to the Contractor. One of the following free tools may be used for accessing database and data management:
- ✓ phpMyAdmin (https://www.phpmyadmin.net/)
- ✓ Heidi SQL (https://www.heidisql.com/)

1.3. Html, CSS and jQuery
Html, CSS and Jquery were used in designing the application.
Additional components used for representation and filtering of tables and diagrams:
- ✓ DataTable (https://datatables.net/)
- ✓ Charts (https://www.chartjs.org/)

1.4. Minimum technical requirements for installation of the application:
- CPU 2C
- RAM 16 GB
- HDD 1 TB

Installation of this application requires secure network solution enabling user access to the application via Intranet or Internet. Depending on the type of the network solution used, installation of a firewall with DMZ zone and accompanying services (anti-spam, anti-phishing, antimalware, antivirus, application control) is recommended for the CRA IT tool hosting server. CRA IT tool was developed and tested on a WAMP server, and it allows for use of XAMP server. CRA IT tool can be installed on servers operating on Windows or Linux systems.

B) CPL IT TOOL

The IT tool was developed using the following technologies:
- ✓ PHP
- ✓ MySQL server (https://dev.mysql.com/downloads/mysql/)
- ✓ Html, CSS

Prerequisites for installation of the IT tool on a server:
- ✓ Apache or a comparable PHP web server (https://httpd.apache.org/download.cgi)
- ✓ MySQL Database Server (https://dev.mysql.com/downloads/mysql/)

1.1. MySQL server
Database on MySQL server is used for data storage and management. Database structure will be made available to the Contractor. One of the following free tools may be used for accessing database and data management:
- ✓ phpMyAdmin (https://www.phpmyadmin.net/)
- ✓ Heidi SQL (https://www.heidisql.com/)

1.2. Html, CSS
Html and CSS were used in designing the application.

1.3. Minimum technical requirements for installation of the application:
- - CPU 4Core
- - RAM 8GB
- - HDD 256 GB

In addition to the web server with PHP and MySQL support (with all accompanying services installed), the web server required installation and configuration of PEAR (inclusive of path). CPL IT tool can be installed on servers operating on Windows or Linux systems.

Annex 2

Declaration on honour/Certification

To be completed and signed by the team leader or person legally authorised to sign on behalf of the applicant (in case the applicant is a legal entity).

Hereby, I, the undersigned,

- certify that all information contained in this application is correct to the best of my knowledge and that I am aware of the content of the annexes to the application;
- certify that the applicant/team members are not under formal investigation, nor has been sanctioned by any national authority for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- certify that I have read the RAI Code of Conduct[4] and will abide by it during the implementation of the grant;
- understand that if I provide incorrect information or withhold relevant information, I am likely to be suspended from the tender procedure;
- understand and accept to sign the Agreement with RAI Secretariat and accept the responsibility for its implementation.

By signing this declaration on honour, I accept all the conditions set out in the Tender Announcement related to the call under which I apply.

Done at: [CITY]

Date:

Name and position:

Signature:

Stamp of the applicant organization (if applicable)

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[4] As prescribed in RAI Office Policies Manual- http://www.rai-see.org/php_sets/uploads/2019/11/20191002-1-Office_Policies_Manual-Adopted-Clean-Version-FINAL.pdf

Annex 3

Statement of Exclusion

<As part of their application, each legal entity must submit a signed declaration using this format. >

We have examined and accept in full the content of the dossier for <OPEN CALL TITLE>. We hereby accept its provisions in their entirety, without reservation or restriction.

This application is valid for a period of <….> days from the final date for submission of tenders.

We are not in any of the situations excluding us from participating in procurement procedure, namely.

- we are not bankrupt or being wound up, or having our affairs administered by the courts, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- we have not been convicted of an offence concerning our professional conduct by a judgment of a competent authority;
- we have fulfilled obligations relating to the payment of social security contributions and the payment of taxes
- we have not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity

If required, we can provide the proof usual under the law of the country in which we are established
that we do not fall into these exclusion situations.

………………….....................................
<LEGAL ENTITY AUTHORIZED REPRESENTATIVE>