



**Date: May 26, 2023**

**Ref.: Consultancy Post – Legal Expert**

Evaluation Committee for the tender procedure Consultancy – Legal Expert under regional programm “Southeast Europe - Together Against Corruption” prepared the Evaluation report for the above stated vacancy announcement (hereinafter: the Evaluation report).

## EVALUATION REPORT

Based on the conducted evaluation, it is proposed that the Service Contract is offered to Ms. Irena Brzanova (hereinafter: Applicant 5).

### EXPLANATION

#### 1. Timetable

	DATE	TIME	VENUE
Tender Announcement	February 22, 2023	N/A	RAI website, social media profiles
Deadline for submission of proposals	March 20, 2023, extended deadline April 20, 2023	23:59 (CET)	vacancy@rai-see.org
Initial screening of applications:	May 09, 2023		RAI Secretariat premises
Applications technical evaluation session	May 11, 2023	12:00-14:00	RAI Secretariat premises

#### 2. Evaluation

Candidates’ proposals were evaluated using a cumulative analysis method taking into consideration the combination of the applicant’s experience, and qualifications. Details on evaluation criteria are laid down in the Tender Announcement.

During the evaluation of received proposals, it has been noted that:

- Number of received applications: 11 (eleven)
- Number of applications that comply with the formal requirements of the tender: 9 (nine);



The technical evaluation is as follows:

	Committe Member 1	Committe Member 2	Committe Member 3	Average
<b>Applicant</b>	/60%	/60%	/60%	/60%
Applicant 1	28%	30%	25%	27,67%
Applicant 2	19%	24%	10%	17,67%
Applicant 3	35%	34%	27%	32,00%
Applicant 4	26%	34%	19%	26,33%
Applicant 5	39%	38%	23%	33,33%
Applicant 6	28%	30%	22%	26,67%
Applicant 7	25%	29%	25%	26,33%
Applicant 8	26%	27%	17%	23,33%
Applicant 9	23%	24%	16%	21,00%

The interviews were scheduled for May 24, 2023 with three short-listed candidates. Questions for the interview were developed and agreed upon by the Evaluation Committee on May 22, 2023. Results of the interviews and the total scores are as follows:

	Technical Evaluation	Interview Evaluation	Total Score
<b>Applicant</b>	/60%	/40%	/100%
Applicant 1	27,67%	26,00%	53,67%
Applicant 3	32,00%	24,67%	56,67%
Applicant 5	33,33%	27,67%	61,00%

### 3. Conclusion

Consequently, the Evaluation Committee recommends that the Service Contract is offered to Ms. Irena Brzanova.

The evaluation report is hereby

Approved  Not approved

Desislava Gotskova, Head of Secretariat

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