



This project is co-funded
by the Republic of Serbia



EU Support for Further Improvement of
Public Procurement System
in Serbia



This project is funded
by the European Union

EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

Junior Non-Key Expert Terms of Reference

Project:	Support for Further Improvement of Public Procurement System in Serbia EuropeAid/137117/IH/SER/RS
Position/ Task:	Junior Non-Key Expert – E-procurement implementation assistant
Content of assignment:	Assistance in implementation process of development and verification of developed functionalities of Public Procurement Portal.
Duration of assignment:	50 working days in the period September 2019 – December 2019
Main beneficiary:	Public Procurement Office (PPO)
Working language:	English

Background

The project “Support for Further Improvement of Public Procurement System in Serbia” is funded by the European Union and implemented by a consortium led by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The duration of the project is 29 months from July 2017 until December 2019.

The main purpose of the project is to support the strengthening and developing of a stable, transparent and competitive public procurement system in the Republic of Serbia in accordance with EU standards, including improved implementation of the public procurement strategic and policy framework for an effective and accountable public procurement system.

The results required by the ToR of the Project include:

Result 1: Strengthened and further developed the strategic, legal and institutional framework for public procurement aligned with the EU legislation

Result 2: Improved implementation of regulations in area of public procurement in practice

Result 3: E-procurement platform developed and established

Result 4: Strengthened capacities and professional skills of PPO and other relevant target groups.

Objectives of the Assignment

This assignment is related to implementation of the following Project activities:

- Activity 3.5: *Development of the new Public Procurement Portal*
- Activity 3.8: *Development of e-submission of bids*
- Activity 3.12: *Development of e-catalogue, DPS, e-planning and e-complaints as modules of e-procurement platform*



REPUBLIC OF SERBIA
PUBLIC PROCUREMENT OFFICE
MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes

Project implemented by



In Consortium with





This project is co-funded
by the Republic of Serbia



EU Support for Further Improvement of
Public Procurement System
in Serbia



This project is funded
by the European Union

EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

- *Activity 3.14: Development of guidelines and other self-learning materials (video clips or animated application guidance) for use of the e-procurement modules (Public Procurement Portal, e-bids, e-auctions and e-catalogue).*

The ultimate goal of Component 3 of the Project should be establishment and operationalisation of unified, comprehensive e-procurement platform that would incorporate all of the key functionalities (e-announcement, e-communication and bidding, e-catalogue, dynamic purchasing system, e-planning and e-complaints) in line with the (draft) new Public Procurement Law. This platform should be developed gradually, from a pilot project to a fully operational system.

Scope of work

The JNKE will be in charge to provide assistance to the team of NKEs (engaged for development of the Public Procurement Portal) in the implementation process of development and roll-out of Public Procurement Portal. This includes following activities and responsibilities:

- Verification of developed functionalities of Public Procurement Portal, collaborating with other NKEs in the process of testing the application.
- Developing and executing test cases and real-life scenarios for the end-to-end procurement process
- Providing assistance to relevant NKEs in development of guidelines and other self-learning materials for the use of e-procurement modules.
- Assistance to other NKEs in the process of implementation of the Public Procurement Portal:
 - by providing assistance in translation and/or localization of terminology used on labels / captions, where needed, to be in line with the terminology used in the (draft) new Public Procurement Law and otherwise used for similar applications
 - by suggesting user-experience enhancements and general enhancements of the developed functionalities according to feedback received from Beneficiary and / or end-users of the Public Procurement Portal.

The JNKE shall work closely with project team and especially with SNKE for E-procurement and SNKE - e-procurement business analyst. SNKEs shall have an overview of the scope of the whole assignment and lead and instruct JNKE in his/her activities.

During the project the JNKE will conform to the project-level defined working methodology and agreement.



REPUBLIC OF SERBIA
PUBLIC PROCUREMENT OFFICE
MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes

Project implemented by



In Consortium with





This project is co-funded
by the Republic of Serbia



EU Support for Further Improvement of
Public Procurement System
in Serbia



This project is funded
by the European Union

EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

Outputs requested

The JNKE is expected to deliver the following:

- I. Real-life test case scenarios covering the complete procurement lifecycle, documented
- II. Input for guidelines and other self-learning materials for e-Procurement modules, provided
- III. Enhancements of user experience of the Public Procurement Portal, recommended
- IV. Various test cases executed and encountered problems / bugs described as well as corrections after implementation verified
- V. Functionalities of the system documented
- VI. Where needed, e-noticing and other forms implemented in the Public Procurement Portal modified and visually arranged to improve user experience

Reporting

The NKE shall provide the Final Mission Report, no later than one week after completion of tasks under this assignment. The Report will include description of all activities and outputs provided by the NKE in the context of this assignment.

Draft version of the Final Mission Report prepared in the relevant quality shall be submitted to the Team Leader for review, comments and final approval at the end of the mission. The Final Mission Report shall be signed by the NKE and the Team Leader responsible for endorsing the Report.

The Final Mission Report and all prepared documents shall be submitted in hard copy and in electronic version to the Team Leader.

If required for planning and implementation of the project activities, the NKE can be requested by the Team Leader to submit additional brief interim mission reports.

Expert's profile (minimum requirements and selection criteria)

Minimum requirements concerning education, skills and overall professional experience

- University degree (where university degree has been awarded on completion of 3 years study in a university or equivalent institution)
- Working knowledge of English
- Working knowledge of the Serbian
- Excellent reporting, writing and analytical skills
- Knowledge of Office tools, Microsoft Excel and Word
- General professional experience of minimum 6 years

Selection criteria

Specific professional experience:



REPUBLIC OF SERBIA
PUBLIC PROCUREMENT OFFICE
MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes

Project implemented by



In Consortium with





This project is co-funded
by the Republic of Serbia



EU Support for Further Improvement of
Public Procurement System
in Serbia



This project is funded
by the European Union

EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

- Minimum 5 years of postgraduate professional experience in the field of public procurement (maximum 25 points)
- Proven experience of at least 3 years in implementation of IT application(s) (30 points)
- Proven familiarity with provisions of 2014 EU Public Procurement Directives or with provisions of relevant national legal framework transposing the 2014 Directives, in particular those related to electronic communication in public procurement (maximum 25 points)
- Proven experience in preparation of guidelines, instructions etc. and/or providing support to end-users for the use of IT application(s) (maximum 25 points)

Advantages (assets)

Additional points will be given for the following advantages (assets):

- Knowledge in implementation of Serbian Public Procurement Law (15 points)
- Experience in implementation of at least one e-public procurement platform (15 points)

In the event two or more best ranked candidates are awarded the equal total number points the evaluation committee will organize an interview with those candidates in order to get more in-depth knowledge of their skill and capabilities.

Conduct of Expert and Disclaimers

The NKE shall work under the guidance and follow the instructions of the Team Leader. The NKE shall collaborate with the Project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKE's activities and outputs mentioned above may be adjusted by the Team Leader at any stage in the implementation of the Project, depending on the evolving needs of the Project, main beneficiary and/or target beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader prior to each mission.

The NKE shall work as an expert of the project and present themselves as such in his or her professional capacity when dealing with matters related to the project. This should also be reflected in any communication, publication, article, interviews or whenever his or her name is mentioned. In all written articles, papers, interviews, publications etc. the usual disclaimer shall appear as follows: "The views expressed are those of the individual expert(s) and do not necessarily present the views of the European Commission. "

The advice provided to the project partners will be non-prescriptive. Against this background, the expert will avoid to give the impression that the provided advice represents the perceptions of the European Union or of the European Commission. The expert shall strictly consider the following confidentiality rules:

- No information/advice requested by a partner organisation or individual is to be communicated to any other body or individual without prior consent of the CFCU and GIZ Headquarter and, no public statement or presentation is to be made without prior agreement with GIZ Headquarter and with the CFCU.



REPUBLIC OF SERBIA
PUBLIC PROCUREMENT OFFICE
MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes

Project implemented by



In Consortium with





This project is co-funded
by the Republic of Serbia



EU Support for Further Improvement of
Public Procurement System
in Serbia



This project is funded
by the European Union

EuropeAid/137117/IH/SER/RS, Support for further improvement of Public Procurement system in Serbia, IPA 2013

Applications

Applications (EU format CV and application letter, both in English) can be submitted to the following e-mail address: teja.kolar@giz.de, until 18 September 2019, titled:

“Application for the position of Junior Non-Key Expert – E-procurement implementation assistant”

References must be available on request.

The Project is an equal opportunity employer.

All applications will be considered strictly confidential.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.



REPUBLIC OF SERBIA
PUBLIC PROCUREMENT OFFICE
MINISTRY OF FINANCE
Department for Contracting and Financing
of EU Funded Programmes

Project implemented by



In Consortium with

