

CEFTA NATIONAL EXPERT PROGRAMME

Call for expertise

NEP 2017-01

1. Procedure

Short Term National Experts

2. Financing

CEFTA Project Facility III

3. Contracting Authority

CEFTA Secretariat

CONTRACT SPECIFICATION

4. Nature of contract

Fee-based

5. Contract description

The CEFTA National Seconded Experts Programme is created and financed by the CEFTA Project Facility. Accordingly, the senior expert from the CEFTA Parties is to be placed in the CEFTA capitals and will work as a seconded staff member of the Secretariat.

The assignment is to assist the CEFTA Secretariat to ensure the effective organisation of the CEFTA Week 2017 and the preparation of the CEFTA Week 2017 report. This is to be achieved by the secondments of a senior official from the relevant national administrations.

The tasks to be undertaken by the senior official are listed below. Each task will be agreed in advance, in writing, in consultation with the CEFTA Secretariat's staff responsible for the CEFTA Week 2017.

i) In consultation with the CEFTA Secretariat's staff responsible for the CEFTA Week 2017 contribute logistically and technically to the preparation, delivery and follow up.

ii) Preparation of the CEFTA Week 2017 report

The assignment is expected to commence in October 2017 until end December 2017 for 30 man days in total during this period of time. The commencement date being the date of final contract's signature of all parties involved. The Seconded will be based at the CEFTA respective capitals administration offices. In case of necessity, they may travel to Brussels or any other CEFTA Party to attend the meetings organised in the framework of this assignment.

6. Maximum budget

Fee 3000 EUR (30 man days) / 500 EUR for incidentals

CONDITIONS OF PARTICIPATION

7. Eligibility

CEFTA Parties mid level officials employed by national public administration from a CEFTA Party.

PROVISIONAL TIMETABLE

11. Provisional commencement date of the contract

17 October 2017

12. Implementation period of the tasks

Until 29 December 2017

SELECTION AND AWARD CRITERIA

13. Selection criteria

The following selection criteria will be applied to the tenderers:

- A university degree in a relevant field, postgraduate is desirable
- Employed by the national public administration from a CEFTA Party,
- Professional experience within their national administration at an appropriate level of administrative, legal, scientific, technical or advisory functions;
- Proven experience working with CEFTA Secretariat or other regional/international organisations in South East Europe;
- Substantial knowledge of CEFTA 2006, and/or bi-lateral free trade agreements signed by CEFTA Parties with the EU, EFTA States and Turkey,
- Excellent spoken and written English

14. Selection Procedure

Simplified procedure in case each Party nominates one senior official the Contracting Authority awards the nominee in case the nominee meets all the selection criteria. In case the Contracting Authority receives more than one nominee from a Party same evaluation procedure shall be applied as the one for CPF and the award criteria in the quality of the offer according to the selection criteria.

TENDERING

15. Deadline for receipt of applications

The deadline for receipt of tenders is 13 October 2017.

16. Tender format and details to be provided

Tenders must be submitted:

1. Motivation Letter,
2. CV {EUROPAS FORMAT}
3. Letter of recommendation signed by the responsible Head of the nominating institution

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

17. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority by email to nep@cefta.int. In the subject are of email the reference number for this call for expertise should be indicated (NEP 2017-01)

Tenders submitted by any other means will not be considered.

18. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

19. Operational language

All written communications for this tender procedure and contract must be in English.

20. Legal basis

CEFTA Ministerial Decision No 4/2014

21. Additional information

Not applicable