



This project is funded by the European union

FSU u BiH
ФСУ у БиХ



ZSU u BiH
SIF in BiH

Fondacija za socijalno uključivanje u Bosni i Hercegovini
Фондација за социјално укључивање у Босни и Херцеговини
Zaklada za socijalno uključivanje u Bosni i Hercegovini
Social Inclusion Foundation in Bosnia and Herzegovina



Terms of reference

PROCUREMENT EXPERT

- A. Position:** Procurement Expert
- B. Work place:** Bosnia and Herzegovina
- C. Reference on project:** “Build up for Social Inclusion Advocacy Platform in Bosnia and Herzegovina #BuildUp4SIAPinBiH”
- D. Duration of project:** 01 November 2018 – 30 June 2021
- E. Duration of mission and reporting:** February 2019 – February 2020
- F. BACKGROUND**

The Social Inclusion Foundation in Bosnia and Herzegovina (SIF in BiH) with the support of the European Union implements the project entitled “Build up for Social Inclusion Advocacy Platform in BiH”#BuildUp4SIAPinBiH. The Overall Objective of the “Build up for Social Inclusion Advocacy Platform in BiH”#BuildUp4SIAPinBiH Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA”. KOMA is a cross-sector network gathering 104 member organisations and private entities promoting and advocating for rights and social inclusion of the marginalized group in the society.

Strengthening CSOs networking for human rights advocacy is an important step in the process of capacity-building of CSOs and, ultimately, in changing relevant social public policies through advocacy. Due to deficiencies in the existing legal and regulatory framework in social welfare, which is status-based and gives preferences to certain groups of population as an address to dealing with the consequences of war in 1992-1995, many vulnerable groups have limited access to resources and services within the social protection system in BiH.

Therefore, the SIF in BiH which also acts as the Secretariat of the KOMA, through the Action will endeavour to strengthen the role, capacity and visibility of the KOMA through the four main Project’s components:

- 1) Research and analyses of current needs and core documents development**
- 2) Capacity building and deepening the networking of the cross-sector network Coalition of Marginalized Groups in BiH (KOMA)**

- 3) Social inclusion advocacy activities
- 4) Communication and visibility activities

a) The Project component 1 will deliver two social policy papers and one exhaustive study. The first social paper will analyse the current situation as to the social inclusion in BiH and will serve as a situation analysis of the current needs and previous achievements in the sector of social inclusion in BiH as well as provide an overview of related adopted legislation and ratified international standards as a ground for the preparation of the Social Inclusion Strategies at the Entities and Brčko District levels. Whereas the second social policy paper will serve as a practical guidebook on what is required to be done in order for an inclusive society to be created in BiH that would provide for further support in preparing the Social Inclusion Strategies at the Entities and Brčko District level. The third output will be preparation, development and publishing of the study “The Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District levels” with the aim of providing an expert opinion and basis for development of sensitive Social Inclusion Strategies.

b) The Project component 2 will work on capacity-building and deepening the networking of the cross-sector network of Coalition of Marginalized Groups in BiH – KOMA through a series of 5 consecutive specialized training sessions/workshops for KOMA CSOs members.

c) The Project component 3 is designed to deliver lobbying/advocacy meetings, roundtables and SWOT-PEST workshops with the aim of building broad patterns of high quality collaboration between different stakeholders dealing with social welfare reforms in BiH.

d) The Project component 4 concerns the communication (plan) and visibility of the Project’s activities with the strong accent on the outreach component of the project providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion as well as production and placement of communication material, promotion and event management and media placement.

G: OBJECTIVE OF THE “BUILDUP4SIAPinBiH” PROJECT

The Overall Objective of the “BuildUp4SIAPinBiH” Project is to develop and strengthen the role, capacities and visibility of the CSOs network “Coalition of Marginalized Groups in BiH – KOMA” which will be achieved through a) research

and analyses of current needs in the sector of social inclusion, b) capacity-building activities of the KOMA members, c) social inclusion advocacy activities with all relevant stakeholders and d) visibility and communication activities providing information to wider audience, stakeholders and specific targets on EU assistance in the sector of social inclusion.

H. SCOPE OF WORK

TASKS AND DELIVERABLES

Tasks and Expected Outputs/ Deliverables

- Result 1: Prepared (drafted and proposed to the Contracting Authority) all tender documentation for procurements financed from the project budget defined in the present Terms of Reference during the Contractor's engagement
- Result 2: Provided advisory assistance in evaluation of the tender offers, contracting and, if needed, amendment of contracts that resulted from the tender procedures defined in the present Terms of Reference carried out during the Contractor's engagement

Description of the assignment

The Procurement Expert will be engaged for the 12 months during the core phase of the project. Procurement Expert will be engaged externally and will provide support to project team in the public procurement procedures financed from the project budget. The work of Procurement Expert will be overseen by Project Officer and Financial Officer and supervised by Director/Project manager of the Contracting Authority. All goods and external services are to be selected through a procurement procedure, in conformity with PRAG principles or national legislation.

The tasks of the Procurement Expert (Expert) will be:

- prepare all tender documentation according to PRAG principles for service or national legislation procedures financed from the Project budget carried out during the Expert's engagement
- to provide all necessary assistance in carrying out evaluation of the tender offers, contracting and, if needed, make amendments of contracts that resulted from the tender procedures carried out during Expert's engagement.

The Expert's engagement activity is to take place during the period February 2019 – February 2020.

NOTE: For the procurement procedures that, in line with the project implementation timeline, may have been launched before the Expert contract signature, the Expert will provide support in the evaluation and contracting process.

The Expert will be responsible for all activities under this ToR as indicated in the "Tasks and Expected Outputs/ Deliverables".

Project "BuildUp4SIAPinBiH" deliverables:

- Preparation (drafting and proposing to the Contracting Authority) of tender documentation for tentatively up to 13 procurements successfully finalised
- All necessary documentation for procurements defined in this Terms of reference prepared in conformity with PRAG principles or national legislation
- Advisory assistance in carrying out evaluation of the tender offers, contracting and, if needed, making amendments of contracts that resulted from the tender procedures carried out during Expert's engagement provided
- Suggestions and advice regarding the quality of the published tender documentation and tenders provided

Specific work:

Activity 1: Preparing (drafting and proposing to the Contracting Authority) all tender documentation for tentatively up to 13 procurements foreseen for period February 2019 – February 2020 in accordance with the indicative timetable below:

	THE TITLE OF THE PROCEDURE	TYPE OF PROCUREMENT	TYPE OF PROCEDURE	TENTATIVE IMPLEMENTATION MONTH
1	5.4 Translation to English	Service	Direct purchase	February 2019
2	6.2.1 Organisation of five 2-day trainings/workshops for	Service	Single tender procedure	February 2019

FSU u BiH • ФСУ у БиХ • ZSU u BiH • SIF in BiH

Branilaca Sarajeva 47 • 71000 Sarajevo • Tel + 387 33 219 313 • Fax + 387 33 219 314

Email: sif@sif.ba • Web <http://www.sif.ba>

	KOMA CSOs members - External agency			
3	6.2.2 Engagement of experts/trainers for training 1	Service	Single tender procedure	February 2019
4	6.2.2 Engagement of experts/trainers for training 2	Service	Single tender procedure	February 2019
5	5.5 Printing the materials in Braille letters	Service	Direct purchase	March 2019
6	6.4.1.7 Organisation of a theatre play	Service	Competitive negotiated procedure	April 2019
7	6.2.2 Engagement of experts/trainers for training 3	Service	Single tender procedure	May 2019
8	6.2.2 Engagement of experts/trainers for training 4	Service	Single tender procedure	June 2019
9	6.2.2 Engagement of experts/trainers for training 5	Service	Single tender procedure	September 2019
10	6.1.3 Preparation, development and publishing of the study – „The Foundation and Guidelines for Developing Social Inclusion Strategies at the Entities and Brčko District level“	Service	Competitive negotiated procedure	December 2019
11	6.4.1.8 Creation of a follow-up theatre play video	Service	Direct purchase	January 2020
12	6.4.1.9 Organization of a radio drama	Service	Single tender procedure	February 2020
13	5.2 Evaluation costs - mid-term evaluation and final evaluation	Service	Single tender procedure	February 2020

The Contractor will provide drafts of the tender dossiers within 5 working days after the Contracting Authority sends the request. Technical specifications for supply procedures and criteria for service procedures will be previously provided or approved by the Contracting Authority. All the work and correspondence will be done in the electronic form. Within maximum of 5 working days, the management structure will provide comments and suggestions that Contractor will add to the documents. The Contractor will incorporate the comments and suggestions into the documents within the maximum 5 working days after the

F S U u B i H • Ф С У у Б и Х • Z S U u B i H • S I F in B i H

Branilaca Sarajeva 47 • 71000 Sarajevo • Tel + 387 33 219 313 • Fax + 387 33 219 314

Email: sif@sif.ba • Web <http://www.sif.ba>

receipt and send it back to the Contracting Authority. The delivery of the documents by e-mail and the e-mail acceptance by the Contracting Authority will be considered as the completed activity. The e-mail address will be indicated in the future contract.

Activity 2: The Contractor will provide advisory assistance in evaluation of the tender offers, contracting and, if needed, amendment of contracts that resulted from the tender procedures carried out during the Contractor's engagement in line with PRAG principles or national legislation via e-mail. The response time of the Contractor will be 5 working days since the receipt of the questions.

The Contractor will incorporate the visibility elements in the documents, in line with the requirements of the Contracting Authority and in order to comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project.

(https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en.)

I. COPYRIGHTS

The content of information received during the employment is subject to protection and is owned by the SIF in BiH and EU Delegation in BiH. It may not be used either in its entirety or in part by third parties without consent of the Owner. The use of information is possible and justified only if it is a part of the activities of the implementing project.

J. Value of the bid

The value of the bid must not exceed the gross amount of 20.000 EUR equivalent of 39.116,60 BAM. Prices must be indicated in euros including all the costs necessary for the fulfilment of the Contract. Possible costs incurred during the preparation and submissions of the offer are born by the Applicant.

K: KEY QUALIFICATIONS / PROFESSIONAL EXPERIENCE

Qualifications and professional experience:

- University degree, preferably in economy, political sciences, law, public administration or related fields
- MA degree in any of above mentioned study fields will be considered as an asset
- At least 15 years of post-graduate general professional experience
- Fluency in written and spoken English language
- Skill of working in MS office and the use internet communication

F S U u B i H • Ф С У у Б и Х • Z S U u B i H • S I F in B i H

Branilaca Sarajeva 47 • 71000 Sarajevo • Tel + 387 33 219 313 • Fax + 387 33 219 314

Email: sif@sif.ba • Web <http://www.sif.ba>

- Full professional proficiency in English

Specific professional experience:

- Minimum 10 years of specific professional experience related to international donor projects and programmes implementation
- Minimum 7 years of specific experience in procurement procedures in line with internationally recognised procedures
- At least 3 years of working experience in PRAG procurement procedures
- Proven strong and analytical skills - support and advisory role in preparation of at least 20 tender procedures
- Previous experience in work with EU financed projects will be considered an asset

L. Submission and approval of reports

The Contractor/Expert will be in the regular correspondence with the Contracting Authority.

M. Submission and approval of reports

The reporting in the form of delivered documents referred to above must be submitted to the Contracting Authority.

N. Method of submission and deadline

All interested applicants must submit the following documents no later **than 18th of February 2019 by 5 p.m.**

- Financial offer with the detailed timetable containing the distribution of workload per deliverable
- Most recent CV with focus on relevant experience
- A list of references and experience verifying the qualifications listed under the point "K" of the Terms of Reference. Note that SIF in BiH may, at any point before or after the contracting, request the proof documents of the references, experience and qualifications

The financial offer, most recent CV and a list of references are to be submitted by e-mail to sif@sif.ba no later than **18th of February 2019 by 5 p.m.**