Call for engagement of Procurement Evaluation Expert

I. Background

We Effect is a development organisation founded by the Swedish cooperative movement in 1958 to support the development of democratic organisations and societies. In our international development cooperation programmes, we are applying a human rights-based approach supporting people living in poverty to secure their rights. We Effect works in 20 countries in Asia, Europe, Latin America, and Africa through our regional offices in partnership with local CSO’s, farmer organisations, cooperative federations, and other democratic organisations. For more information, see www.weeffect.org.

We Effect in Europe Region was established as a regional office in Skopje, North Macedonia 2017. The region is supporting 11 partner organisations in the region under the programme “Empower Europe”. The regional team currently consists of 8 staff and based in Skopje. The support is directed for North Macedonia, Albania, Kosovo, Bosnia & Herzegovina, and Moldova.

With financing from Sida (Swedish International Development Agency), a project for rural development aiming for a Market System Development (MSD) approach is being implemented in North Macedonia: “Income Increase and Socio-Economic Empowerment of Vulnerable and Marginalized Groups from Rural and Sub-Urban Areas 2021–2023, IISEE”, in collaboration with several national organizations in North Macedonia.

The main Outcomes of the Project are:

**Outcome 1.** Rural enterprises, small farmers/producers grow and provide more income and employment opportunities for the people from the rural area, women, and youth in particular

**Outcome 2.** Local communities are resilient and sustainable, providing support in rural development, especially for poor members of the communities in the selected market systems

**Outcome 3.** More Roma people have the capacities and the access to the job market, to take up employment and business opportunities in the selected market systems.

**Outcome 4.** Organisational development.

We Effect Regional Office Europe is hiring a **Procurement System Evaluation Expert** to evaluate the procurement system of one national, non-governmental organization.

II. Scope of the assignment and main tasks

The objective of the assignment is provision of expertise in the evaluation of the procurement system and implementing practices of one national, member-based, non-governmental organization, hereinafter referred to as NGO.

Under the supervision and in close collaboration with the We Effect’s Regional and IISEE Project Management, the expert will be responsible to assess and evaluate the following:
• Accountability, integrity, and transparency of the existing procurement system of the organization in comparison to We Effect’s procurement requirements (including but not limited to:
  o Procurement methods
  o Advertising rules and time limits
  o Rules on participation
  o Procurement documentation and specifications
  o Evaluation and award criteria
  o Submission, receipt and opening of offers
  o Right to challenge and appeal
  o Contract management
  o Norms for safekeeping of records, documents and electronic data
  o Mechanisms to secure avoiding conflict of interest etc.
• Impartiality of the decisions made in the implemented procurements in the stated period
• Procuring bodies and their mandates are clearly defined
• Available training, advice, and assistance to procuring bodies
• Monitoring performance to improve the system
• Independence, objectivity, and timeliness of all procurements performed in the period May 2021 – June 2022 under the Sida, financed and implemented by We Effect, ISEE project

III. Expected deliverables
• Procurement evaluation report

IV. Requirements and skills
• Relevant degree in Business, Economics, Entrepreneurship, Law, Development Studies or similar
• Proven experience in international donor procurement systems. Experience with Sida procurement system is considered as an advantage
• Proven experience of the national procurement requirements, specific for non-governmental sector
• Certification for recognized procurement expert by any international donor agency will be considered as an advantage
• Proficiency in English and Macedonian

V. Duty travel & accommodation
For this specific assignment, travels for field activities will be handled and organized in coordination with the ISEE PIU. Reimbursement of additional costs for travel and accommodation will not be accepted under this assignment.
VI. Coordination & reporting
All of the planning, timing, implementation, and reporting of the activities will be in coordination with the ROEU We Effect and IISEE PIU and approved by the Project Manager, while procurement system evaluation activities shall be performed with the assistance of the NGO.

VII. Time Frame
The assignment shall be implemented in the period August-September 2022. The total number of working days for the entire assignment will not exceed 15 working days.

VIII. Process of application
The Applicants should submit the following documents to these email addresses: maja.deliolanova@weffect.org, natasha.l.angjelikj@weffect.org and info_roeu@weffect.org latest by 19th August 2022.

The Applicants shall submit the following:

- Cover letter describing how you would best match the tasks listed and the requirements and skills
- CV of the expert(s) who will be performing the assignment
- Certificates for recognized procurement expert issued by any international donor agency
- Reference table of the expert’s experience listing the relevant projects/assignments that will include information on:
  a. brief description of the project / assignment (no more than 100 words);
  b. value of contract in EUR
  c. donor/contracting party
  d. year of realization; and
  e. links to projects/activities reports
- Financial offer for an all-inclusive daily fee expressed in EUR including all applicable local taxes
- Declaration of relationship (signed)

Selection Criteria
The selection of the application will be based on the following criteria:

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<th>Quality of the application including experience and qualifications of the applicant(s) will include:</th>
<th>60%</th>
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<tbody>
<tr>
<td>Degree 10%</td>
<td>10%</td>
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<td>Experience with minimum 3 international procurement evaluations performed</td>
<td>25%</td>
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<tr>
<td>Experience with minimum 3 national procurement evaluations performed</td>
<td>15%</td>
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<td>Certified procurement expert</td>
<td>10%</td>
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**Financial Offer**
The offer with the lowest price shall receive the highest grade. The other offers with higher prices shall receive the respective score according to the following formula: highest grade \( \times \) (Lowest Bid / Proposed Bid).

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<th>Terms of payment</th>
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<td>IX. Terms of payment</td>
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<td>The amount for this engagement will be indicated in the contract for cooperation and respective annexes. Payment will be made upon submission and approval of reports and documentation. Payment will be made in MKD as per average exchange rate of NBRM on the date of deliverables approval.</td>
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<td>X. Declaration of relationships</td>
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<td>The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from We Effect, its Regional Office in Skopje, its governing bodies, and employees or with any of the co-facilitating organization (National Federation of Farmers, Rural Development Network). A closely associated party (persons, physical or legal) as per We Effect’s definition is considered a person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in their relevance according to conditions on the open market.</td>
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<td>XI. Contact</td>
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<td>We Effect’s contact person for this procurement is Natasha Ljubeckij Angjelic – IISEE Project Manager (<a href="mailto:natasha.l.angjelikj@weffect.org">natasha.l.angjelikj@weffect.org</a>) or (<a href="mailto:info_roeu@weffect.org">info_roeu@weffect.org</a>).</td>
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