



SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER - SELEC

Bucharest, 9
December 2019

ANNOUNCEMENT Project Evaluation Services

Introduction

The contracting authority is the Southeast European Law Enforcement Center (SELEC), a law enforcement international organisation located in Bucharest/Romania, 13 September Avenue No. 1-5, Palace of Parliament, 10th Floor, Phone: +40.21.303 6009, Fax: +40.21.303 6077, www.selec.org.

Since December 2016, SELEC has been implementing project **SIRAS - Strengthening the fight against firearms trafficking in Southeastern Europe**, co-funded by the Internal Security Fund of the European Union, together with the General Inspectorate of Romanian Police, the Bulgarian Directorate for Combating Organized Crime, the Albanian State Police, the Ministry of Security of Bosnia and Herzegovina and the Central Directorate of Criminal Police of Italy.

Project SIRAS (<https://www.selec.org/about-the-project>) aims to strengthen the capacities of the law enforcement agencies in South-East Europe to fight against firearms trafficking. It has been designed to support the use in the EU Member States and the SELEC Member Countries of data collection/analytic capabilities regarding firearms and to strengthen the investigation capacity, as well as joint investigations, police cooperation and sharing of best practices between LEAs in the region.

As the implementation period of Project SIRAS will end on 04.01.2020, SELEC is launching a request for offers for Expert services with a view to undertaking an evaluation of the project activities and their impact.

Information regarding the procedure

1. The purpose of the evaluation is to establish to what extent the project achieved its results and contributed to the planned objectives. At the same time, the evaluation will identify the lessons learnt and good practices of the project.
2. The evaluation activity undertaken by the expert shall result in the submission of an evaluation report. The evaluation methodology and the contents of the report shall be agreed with SELEC.
3. The contracted Expert must comply with the following requirements:

Eligibility criteria:

- a. Have a good command of the English language;
- b. Not have a criminal record;
- c. Not have any criminal procedure initiated against him/her;
- d. Not be a close relative - by blood, marriage or cohabitation - with any of the members of the SELEC Management
- e. No incompatibility resulting from involvement in project SIRAS or other EU financed project.

Technical requirements:

- a. Have the necessary expertise and/or qualifications to undertake the evaluation;
 - b. Previous experience with EU projects;
 - c. Experience in drafting materials/reports in English;
 - d. High ethics profile;
 - e. Experience in the academic and/or law enforcement field;
 - f. Preferably expertise in firearms-related issues.
4. This procedure shall be concluded with the signing of a contract that creates legal binding obligations on the contracting parties at the time of its signature.
 5. The contract will contain a confidentiality clause.
 6. The Expert has to be available to start the work from the very date of concluding the contract and deliver the evaluation report by 03.01.2020.
 7. The value of the contract is up to EUR 3,000. The mentioned amount is without VAT, since SELEC has the status of a diplomatic mission and is VAT exempted on the territory of Romania. The budget for this activity is structured into man-days: max. EUR 150/man-day, max. 20 days.
 8. Evaluation criteria: Technical compatibility and best price.

9. Any interested Expert must submit an application consisting of:
 - written offer, in English, which must include a confirmation of availability for the indicated timeframe. The offer will be dated and signed and will include the financial offer for the services;
 - a CV emphasizing the meeting of the requirements mentioned above;
 - criminal record or signed declaration on liability regarding the criminal record;
 - any documents certifying the expertise in the field;
 - declaration that the person/company that it doesn't have any conflict of interest in relation to project SIRAS and the beneficiaries of this project;
 - in case the applicant is a legal entity, a certificate from the Trade registry and/or a copy of the registration certificate will be included in the application documents.
10. Applications must be submitted to SELEC by e-mail, in English, **by 11 December 2019 16.00 hrs. Bucharest time**, at the e-mail address: msotirescu@selec.org.
11. Incomplete applications, applications received after the deadline and applications in other language than English will not be taken into consideration.
12. All applicants will be announced in due time about the outcome of the selection.
13. All the information collected in relation to this procurement will only be used for this purpose and will be treated as confidential.