Tender Dossier

A. INFORMATION FOR THE SUBMISSION OF TENDERS

1. Publication reference:	NALAS / Smart Finance / Key Expert / 2026
2. Project Title:	Smart Finance for Accountable Local Governance
3. Subject of the contract:	Key Expert – Municipal PIFC Maturity Assessment and Budget Transparency
4. Contracting Authority:	NALAS – Network of Associations of Local Authorities of South-East Europe
5. Donor	United Nations Development Program (UNDP)
6. Deadline for application:	**12 November 2026** (16:00, Central European Time)
7. Submission method	By post mail, hand delivery or e-mail

8. Contract description/technical specification

NALAS, in the framework of its cooperation with UNDP, under the Smart Finance for Accountable Local Governance Project, funded by the Ministry of Finance of the Slovak Republic, implements two complementary assignments across the Western Balkans and Moldova: (I) a regional assessment of municipal Public Internal Financial Control (PIFC), financial management and control (FMC) and internal audit capacities; and (II) co-design and pilot application of digital budget transparency solutions in six municipalities.

The Key Expert will support both components including: contributing to the development and implementation of the PIFC assessment framework, integrated implementation planning, institutional facilitation, coordination with the Lead PFM Expert, local experts and digital specialists, follow-up on evidence collection and municipal pilots, PFM/budget-transparency content feedback, progress monitoring, and synthesis of lessons and regional knowledge. Final technical responsibility for PIFC scoring rests with the Lead PFM Expert, and software development with the digital specialists. Full requirements and four deliverables are set out in the attached Terms of Reference.

Performance period: November 2026–March 2027. The consultancy is time-based, remunerated at an agreed daily fee for NALAS-approved days actually worked, against certified timesheets and invoices. The indicative maximum is 20 days, with no minimum number of days guaranteed.

9. Selection Criteria

Candidates must demonstrate the qualifications and experience specified in Section 8 of the Terms of Reference:

Qualifications and skills:

- University degree in economics, public administration, development studies, public policy, management or another relevant field; a postgraduate degree is an advantage.
- Excellent planning, coordination, facilitation, problem-solving, stakeholder communication and English-language reporting skills; proven ability to manage multi-party processes and deliverables.

General professional experience:

- At least 8 years of relevant experience in managing or coordinating public-sector reform, local governance, institutional development or internationally funded technical-assistance programmes.

Specific professional experience:

- At least 8 years of experience in public financial management, fiscal decentralisation, PIFC/FMC, local government budgeting and budget transparency, sufficient to contribute substantive inputs to consultations, content review and practical recommendations.
- At least 5 years of experience in planning and coordinating technical-assistance programmes, including multi-stakeholder work planning, implementation monitoring, issue resolution, reporting and quality follow-up.
- At least 5 years of experience working with national and local public institutions, local government associations, and facilitating cooperation between governments, municipalities, donors and technical experts.
- Practical experience in organising consultations, training or capacity-development activities, facilitating institutional change and documenting implementation lessons.
- Experience with regional programmes and international development agencies is an advantage.

10. Award criteria

The contract will be awarded on the basis of the best price–quality ratio, with a weighting of 80% for technical quality and 20% for the financial offer. The detailed technical evaluation grid is set out in Section 13.

11. Application procedure

All applications and correspondence shall be in English. Tenderers must submit two separate documents or sets of files, clearly titled “Technical Offer” and “Financial Offer”.

A. Technical offer

- Updated CV of the Expert.
- Cover Letter
- Copy of diplomas and certifications
- Copy of a valid identification document
- Letters of reference OR a list of referees with their names, roles, organisations and contact details.

B. Financial offer

Tenderers shall specify the gross amount per expert day (including taxes), as well as the total amount. The daily fee and the total cost shall be specified in USD. The actual contract payment will be based on NALAS-approved days worked, up to the contract ceiling; days are not guaranteed.

12. Submission of tenders

Tenders may be submitted via post mail, electronic post mail or hand-delivered.

In the case of post mail, tenders should be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '*Envelope A — Technical offer*' and the other '*Envelope B — Financial offer*'. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

Alternatively, tenders may be submitted using two specific electronic post mails, specifying '*Envelope A — Technical offer*' and the other '*Envelope B — Financial offer*' in the subject of their electronic post mail (e-mail).

The outer envelope (or alternatively each of the e-mails) should provide the following information:

- the address for submitting tenders indicated above;
- the reference code of the tender procedure
- the words 'Not to be opened before the tender-opening session'
- the name of the tenderer.

Tenders must be sent to the contracting authority before the deadline set at Point 6 of this document. They must include the requested documents in Point 11 above and be sent:

- By electronic post,

  Email: info@nalas.eu

- by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

NALAS, Network of Associations of Local Authorities of South East Europe
Varshavska 36 A1000 Skopje, Republic of North Macedonia

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

NALAS, Network of Associations of Local Authorities of South East Europe
Varshavska 36 A1000 Skopje, Republic of North Macedonia

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

13. Evaluation of tenders

Tenders will first be checked for conformity with the submission requirements and the Terms of Reference. An evaluation committee will assess admissible technical offers using the grid below, followed by the corresponding financial offers. The best price–quality ratio will determine the ranking, subject to the tender conditions and the Contracting Authority's reserved rights.

Evaluation Grid for the technical score is specified as follows:

	Maximum
Qualifications and skills	20
General professional experience	30
Specific professional experience	50
Overall total score	**100**

14. Acceptance and rejection of applications

NALAS reserves the right to accept or reject any tender, reject all tenders, suspend or cancel the tender procedure at any stage prior to contract award, without incurring any obligation to award a contract.

NALAS is not obliged to accept the lowest-priced tender. Any award decision shall be based on the published evaluation criteria, including the overall suitability of the tenderer, and the best price–quality ratio, subject to the applicable procurement rules.

NALAS may request clarifications and waive minor administrative irregularities, provided that such actions do not materially alter a tender or compromise transparency, fairness and equal treatment of tenderers.

15. Notification of award

The contracting authority will inform all tenderers individually of the result of their application. NALAS reserves the right to limit such feedback to relevant evaluation findings.

16. Other

Tenderers should consult the attached Key Expert Terms of Reference for the detailed scope, outputs, reporting, contractual arrangements and implementation schedule.

NALAS reserves the right to modify the terms of the ToR at its sole discretion to respond to evolving project needs or contextual developments.