

**Request for Quotation**  
**RFQ-J4All-N.2024.04**  
**USAID /Serbia Justice for All Project**  
**October 2024**

Development Professionals, Inc. requests a quote for the *Provision of services of an Open Data Analyst for developing the plan for justice institutions for sharing open data, as outlined below:*

### **BACKGROUND**

Development Professionals, Inc. (DPI), an international consulting company based in Arlington, Virginia, USA, is currently implementing the USAID/Serbia Justice for All Project. The Serbian Branch of DPI is operating in Serbia since 2017.

### **INSTRUCTIONS TO OFFERORS**

With this RFQ, DPI is soliciting offers from qualified consultant company, consortium or individual consultant to provide services for developing the plan for justice institutions for sharing open data and outline clear strategies and protocols for effectively sharing open data within the judiciary. The specific requirements of the requested upgrade are defined in “Technical Requirements” section of this document.

**Publishing date: October 21, 2024**

### **Offer Submission Deadline**

Offers must be received no later than **November 15, 2024, by 16 h Belgrade time.**

### **Submission of Offers**

All offers must be submitted electronically to the following email address: [imandic@serbiaJ4all.com](mailto:imandic@serbiaJ4all.com)

Please quote reference **RFQ-J4All-N.2024.04 Subject matter expert for developing the plan for justice institutions for sharing open data**” in the subject of the email.

### **Questions and Clarifications**

All questions and clarifications regarding this RFQ must be submitted in writing to [imandic@serbiaJ4all.com](mailto:imandic@serbiaJ4all.com) no later than **November 8, 2024, Belgrade time.** All correspondence must provide a reference to the RFQ number. Responses to the questions and clarifications will be published by DPI-Serbia by November 11, 2024, Belgrade time. Questions and clarifications that may be of interest to other bidders will be circulated to all parties that submitted the questions. **Phone calls to any staff members of the organization are strictly prohibited.**

### **Required Documentation**

The offers must include the following:

- Duly filled and signed Annex 1: Bidder General Information or CV if individual consultant with list of references relevant for the assignment.
- Duly filled and signed Annex 2: Quotation Form.
- Track Record – list of clients or contractors for similar services within the last 3 years indicating description of contract scope, contract duration, contract value. The service provider’s previous experience in delivering similar services should be clearly demonstrated. The bidder should provide names and contact information for up to three (3) entities that can provide feedback on the service provider’s performance (reliability of service).
- Proposal with a detailed description of services offered to DPI-Serbia, number of personnel with required qualifications to be assigned for the provision of services required.

**Source/Nationality/Origin**

Only firms or individual consultants legally registered in the Republic of Serbia may submit an offer in response to this RFQ.

**Quotations**

The ceiling amount for this RFQ is \$10,000 USD. Prices must be quoted per deliverable and total amount should be presented for the fixed price contract. No taxes or fees are to be added. DPI is VAT-exempt, and VAT shall not be included in the offered price. Offers must clearly list all the items, indicate unit prices, quantities, and total price. Quotations must be expressed as fixed price, in USD. When calculating your financial offer, the offeror should include all anticipated costs for the assignment such as labor, travel, accommodation, and Defense Base Act insurance. Please be advised, DBA insurance is mandatory for all subcontractors at their expense. DBA insurance is 0.75% of labor costs. **The total price for the services quoted in response to this RFQ shall not exceed \$10,000 USD (ten thousand US dollars).**

**Validity Period**

Offers must be valid for a minimum of ninety (90) calendar days after the offer deadline.

**Negotiations**

It is expected that awards will be made based on submitted offers. However, DPI reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

**Basis for Award**

The award will be made to an offeror whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for DPI. DPI may request interviews with select bidders as part of the decision-making process.

**Terms and Conditions**

The award is subject to DPI's standard terms and conditions. Please note that DPI standard payment terms are via bank transfer, ten (10) days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

**TECHICAL REQUIREMENTS**

**SCOPE OF TECHNICAL ASSISTANCE:** USAID Justice for All (the Project) is a five-year activity designed to help the Government of Serbia solve people's legal problems and satisfy their justice needs by strengthening the justice system and service providers and guaranteeing the rule of law. Within the framework of the Project, it will support national stakeholders in improving data-driven decision-making in the justice system by expanding the use and collection of data. The assistance will include identifying and reviewing key data sets within the judiciary, including administrative records, case law, and procedural documents, and assessing their quality and relevance for AI development. **The plan for justice institutions for sharing open data** will propose the steps and timeline for data preparation, publication, and maintenance. To develop this plan, the Project, in conjunction with the offeror, will gather feedback on existing practices from Project partners, stakeholders from judicial institutions, academia, MOJ, and CSO and draft the initial Open Data Initiative Plan for the judiciary. After the draft is developed, the Project, in conjunction with the offeror, will organize a workshop consisting of relevant partners from the CSO community, MOJ, and academia to present the Draft Plan and obtain their feedback for finalizing the plan. Building on this feedback loop, the draft plan will be finalized and shared with the relevant decision-makers in the judiciary, who will be given guidance and insights on how such data can be utilized in policy creation and/or implementation

**RESPONSIBILITIES AND TASKS:**

Specific responsibilities and tasks will include the following:

1. **Desk review to assess the state of play in Serbia on data collection and open data.** This will involve identifying and reviewing key data sets within the judiciary, including administrative records, case law, and procedural documents, assessing their quality and relevance for AI development, and ensuring datasets cover various judicial activities. Furthermore, this will include identifying and prioritizing judicial data sets based on

their relevance, public interest, and the complexity of releasing them due to privacy and legal considerations, ensuring that datasets cover various judicial activities.

2. **In close cooperation with the Project, organize and participate in meetings with key stakeholders**, select civil society organizations, MOJ, academia, project partners, justice institutions, legal experts, and all other relevant parties to gather feedback on existing practices, understand the importance and benefits of the project and establish the effective collaboration needed for developing and drafting a plan for justice institutions for sharing open data. Based on their feedback, evaluate existing datasets that are most fruitful for opening by identifying the needs of the judiciary and the interest of the public and determining the complexity of opening due to other conflicting interests to establish a benchmark for essential further system development
3. **Develop a draft Plan for justice institutions for sharing open data**, outlining the steps and timeline for data preparation, publication, and maintenance. The first draft will be shared with the relevant decision-makers, offering guidance and insights on how such data can be utilized in policy creation and/or implementation while gathering their feedback to finalize the plan.
4. **Facilitate and organize the workshop with relevant partners** from the EU Convent to present the draft Plan to the CSO community and academia and obtain their feedback on the proposed course of action for further opening the judicial data sets, standardizing data collection, and the desired frequency of proactively publishing them in open data format. This will outline the proposed actions for further opening judicial datasets, emphasizing the importance of standardizing data collection processes and establishing a consistent schedule for the proactive publication of these datasets in open data formats
5. **Develop the final version of the Plan for justice institutions for sharing open data** based on feedback and insights from earlier workshops and consultations and sharing with the decision-makers in the judiciary, with guidance and insights on how such data can be utilized in policy creation and/or implementation. This plan will outline clear strategies and protocols for effectively sharing open data within the judiciary.

#### **EXPECTED DELIVERABLES:**

The successful offer must provide the following deliverables:

- **Draft a plan for justice institutions for sharing open data**, incorporating stakeholder feedback and providing guidance on how the data can be utilized in policy creation and implementation
- **Participate in and facilitate the workshop with relevant partners** to obtain their feedback on the proposed course of action for further opening the judicial data sets, including feedback on the draft Open Data Initiative Plan and recommendations for action.
- **Final version of the Plan for justice institutions for sharing open data** and share with decision-makers in the judiciary

**Acceptance requirements:** Project component leader for Objective 3 will be in charge of acceptance of the technical deliverables described above. Upon her written acceptance in DPI standard form, payments per deliverables will be implemented by finance department.

#### **Eligibility Criteria**

Successful offerors must:

- Present Annex 1 and Annex 2 duly filled and signed as part of the application.
- Submit an offer in response to this RFQ before the mentioned deadline.
- Have at least 10 years of general professional experience as a lawyer
- Have at least 8 years of experience in data analysis, open data initiatives, or related fields, preferably within justice or public sector environments
- Extensive work in developing, implementing or managing open data initiatives or data transparency projects,
- Experience working with justice institutions on justice reform and policy and regulatory initiatives, conducting research and authoring documents or guides, especially related to data protection, cyber security, or the use of technology in the judiciary.

- Prior experience of engaging in Projects related to judicial reform, digital skills assessments, or cybersecurity, particularly in developing methodologies and training programs would be an asset.

**Selection Criteria**

The DPI Serbia will rely on the following factors as a basis of selection of the Bidder:

- ✓ Qualifications.
- ✓ Quality of the proposal and overall proposed solution.
- ✓ Response time for urgent matters that impede the work of DPI Serbia as a whole.
- ✓ Response time for all matters that do not fit into the "urgent matters."
- ✓ Rates for services and deliverables submitted by the Bidder.

### **Annex 1: Bidder General Information**

We, the undersigned, hereby offer to provide the services listed in conformity with the Technical Specifications and requirements of DPI Serbia as per **Request for Quotation No. RFQ-J4All-N.2024.04**

Company/Consultant Name:	
Postal Address and Phone No:	
E-mail Address:	
Experience (yrs.):	
Previous Clients:	
Name and Title:	
Signature and Date:	

**Annex 2: Quotation Form**

We, the undersigned, hereby offer to provide the services listed in conformity with the Technical Specifications and requirements of DPI Serbia as per **Request for Quotation No.**

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**All costs shall be expressed in USD without VAT**

<b>Deliverable</b>	<b>Fee per deliverable (including labor and DBA insurance)</b>	<b>Travel-related costs (hotel and per diem)</b>	<b>Other costs (Specify)</b>	<b>Total Cost of Deliverable</b>
Draft a plan for justice institutions for sharing open data, incorporating stakeholder feedback and providing guidance on how the data can be utilized in policy creation and implementation				
Participate in and facilitate the workshop with relevant partners to obtain their feedback on the proposed course of action for further opening judicial data sets, including feedback on the draft plan for justice institutions for sharing open data and recommendations for action				
Final version of a plan for justice institutions for sharing open data and share with decision makers in the judiciary				
<b>Total Bid Cost</b>				



Web: [www.developmentpi.com](http://www.developmentpi.com)  
Email: [contact@developmentpi.com](mailto:contact@developmentpi.com)  
HQ: m  
Vienna, Virginia

Authorized Signature: \_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_