

Procurement Notice and Terms of Reference

Assignment name: Request for Services: Institute, School, College or Higher Education institution to support ReSPA in implementing the “executive education” and “study visit” components of the Regional Mobility Programme

Reference Number: # 10/2024

Section 1. Introductory Information

1.1 The Regional School of Public Administration (ReSPA) is a regional organization established in 2010 as a joint initiative supported by European Commission and Western Balkans (WB) administrations. It is managed and governed by five ReSPA Members: Albania, Bosnia and Herzegovina, North Macedonia, Montenegro and Serbia, while Kosovo* is a beneficiary. ReSPA's purpose is to assist governments in the region to develop better public administration, public services and overall governance systems for their citizens and businesses and prepare for the European Union membership. Since its inception, ReSPA, as an international organization and a key regional endeavour in Public Administration Reform, has contributed to capacity-building and networking through regional training, workshops, conferences, seasonal schools, and on-demand support mechanisms, peering and the development of regional research materials. ReSPA establishes close cooperation with Ministers, senior public servants and heads of units in its Members. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional actors such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations.

The European Commission (EC) provides directly managed funds to support ReSPA activities in line with the EU accession process. Currently, ReSPA is implementing the fifth EC Grant Contract "Support to the Regional School of Public Administration for implementing PAR Agenda and facilitating EU accession process in the WBs" which is active as of January 2023.

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, and thematic groups of experts and senior practitioners. More specifically, there is the Programme Committee which is composed of senior civil servants representing ministries responsible for the Public Administration reform, and institutions in charge of the European Integration process, and four regional thematic groups: (1) Policy planning, better regulation and coordination of Centre of Government, (2) European integration and accession negotiations; (3) Human Resources Management and Professional Development; (4) Service Delivery (digitalization and quality management).

1.2 ReSPA now seeks to engage a renowned Institute, School, College or Higher Education institution to support ReSPA in designing, delivering and organizing the

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence.

“executive education” and “study visit” components of the Regional Mobility Programme, which will indicatively take place in April 2024.

1.3 Expected deliverables of the assignment are: as per Terms of Reference.

1.4 Tentative time frame: the assignment is expected to be performed tentatively during March–May 2024, while the Executive education and study visit component is to be organized **by April 2024 in the campus of the applicant.**

Section 2. Language of the supporting documentation

2.1 Language of application: The supporting documentation shall be prepared in English. The assignment shall be designed and delivered in English.

Section 3. Submission of the supporting documentation

3.1 Interested candidates are invited to submit a proposal consisting of the following documentation:

- Copy of the founding document or any similar document that proves the establishment of the applicant as a specific learning organization;
- Organigramme of the applicant;
- A short methodology/proposal on how the programme will be delivered, including information on the certification modalities, title of the certificate, information on the campus facilities, etc;
- A draft proposed programme of the Executive Education and Study visit, including topics and potential lecturers to deliver the sessions and institutions to visit in Brussels;
- Brief bios of the proposed lecturers;
- Financial offer (which shall specify a total sum amount in euros) in a separate document (not part of the CV or Methodology).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **29 February 2024** before midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: “Application for activity number 10/2024”.**

Selection 4. Evaluation of offers

4.1 The offer will be evaluated against the required criteria as defined in the Terms of Reference.

4.2 The applicant securing the highest final ranking will be invited to negotiate the contract and the financial offer proposed by ReSPA. If negotiations are successful, the selected applicant will be awarded the contract. Should the negotiations fail; the next ranked applicant will be invited to negotiations.

Section 5. Final Considerations

5.1 The payment will be done in one instalment following the submission and approval of the deliverables.

5.2 The following document is attached to this Procurement Notice: Terms of Reference

5.3 ReSPA reserves the right to cancel this procurement procedure at any moment without any compensation to the applicants. The cost of preparing a proposal and of negotiating a contract, including any related travel, cannot be reimbursed by ReSPA under any circumstances nor can ReSPA be held liable for it, regardless of the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact: Mr. Vladimir Nikolic, Programme Assistant via e-mail: v.nikolic@respaweb.eu , by **26 February 2024** (midnight), the latest. ReSPA will post the response, including an explanation of the query without identifying the source of inquiry, at its website (www.respaweb.eu) by **27 February 2024**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.