

# Procurement Notice

*Assignment name:*

***Expert Expert/Agency for Graphic Design***

*Reference Number:33/2023*

## **Section 1. Introductory Information**

### **1.1 Background information on the Regional School of Public Administration (ReSPA)**

The Regional School of Public Administration (ReSPA) is an inter-governmental organization for enhancing regional cooperation, promoting shared learning, and supporting public administration development in the Western Balkans (WB). ReSPA Members are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia, while Kosovo\* is a beneficiary. ReSPA's purpose is to help governments in the region develop better public administration, public services and overall governance systems for their citizens and businesses and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to developing human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and the development of know-how.

The European Commission (EC) provides funds to support ReSPA activities (research, training and networking programmes) in line with the EU accession process. ReSPA activities cover a wide range of networking and capacity-development events and conducting regional research analyses to help Western Balkans governments navigate the complex journey of public administration reform. In constant exchange with the WB governments and academic society, ReSPA delivers effective and sustainable solutions to adopt and put into practice the measures, systems and approaches necessary for an enhanced reform process in all the areas envisaged by the Public Administration Reform (PAR).

ReSPA's activities cover four key thematic areas: Policy Development and Coordination, EU Integration, Human Resources Management and Professional Development, Service Delivery (Quality Management and Digitalization).

To conduct the activities under the above-mentioned thematic areas (such as Seasonal Schools on EU Integration and Digitalization, ReSPA Regional Quality Management Centre, Ministerial Conference, etc.), ReSPA has identified the need for external support from the Expert/Agency for the Graphic Design to design visibility materials (brochures, factsheets, research documents, etc.) as it is stipulated in Tasks and Responsibilities.

1.2 ReSPA now seeks to engage one expert/agency to provide deliverables as stipulated in Tasks and Responsibilities in Terms of Reference.

1.3 Expected deliverables of the assignment are: as per Terms of Reference (under Tasks and Responsibilities).

1.4 Tentative timeframe: the assignment is expected to be performed during period April 2023-April 2024.

1.5 NOTE: Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with ReSPA. In such case the applicant shall notify ReSPA in the application which institution is his/her employer.

## **Section 2. Preparation of CVs and supporting documentation**

### **2.1 Language of application:**

The CVs and supporting documentation shall be prepared in English.

2.2 The CVs should provide information on the qualifications and competencies of the applicant, her/his general track record and previous specific experience in similar assignments, as required by the Terms of Reference. The applicants should particularly state in their CVs:

- Length of general and specific professional experience, in line with ToR;
- Professional experience in the role of lecturer / presenter.

2.3 The required qualifications, experience and skills: as per Terms of Reference

## **Section 3. Submission of CVs and supporting documentation**

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

- Proposal: explaining their experience related to the analysis subject and how they intend to respond to the assignment, with Reference list/Portfolio included;
- Personal CV including past experience in similar activities and particularly issues referred to under point 2.2 of this Procurement Notice;
- At least three contacts for references (name and position of referee, email address and phone number) which may be contacted by ReSPA. (NOTE: There is no need to submit reference letters; ReSPA will directly contact the referees).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by **26 April 2023** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: activity No 33/2023.**

Public servants from ReSPA Members and Kosovo\* are not eligible to apply.

## **Selection 4. Evaluation of offers**

4.1 The offer will be evaluated against the required qualifications, experience, skills and competencies as defined in the Terms of Reference.

4.2 The applicant securing the highest final ranking will be invited to submit a financial proposal (the financial proposal shall specify a total sum amount in EURO for expert's daily fee) and negotiate the contract. If negotiations are successful, the selected candidate will be awarded the contract. Should the negotiations fail; the next ranked candidate will be invited to negotiations.

## **Section 5. Final Considerations**

5.1 The payment will be done in one installment, 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 the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact: Ms Milena Drača, Communication and Visibility Officer via e-mail: [m.draca@respaweb.eu](mailto:m.draca@respaweb.eu) by **24 April 2023** (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](http://www.respaweb.eu)) by **25 April 2023**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.