

## PROCUREMENT NOTICE

**Assignment Name: *Role of Independent Recruitment Expert in the Selection committee for the recruitment for the position of Programme Assistant at ReSPA***

### **Section 1. Introductory Information**

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

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo\* is a beneficiary and observer. ReSPA's purpose is to help governments in the Western Balkan 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 the development of human resources and administrative capacities through training programmes, comparative studies, and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how. The ReSPA activities are grouped in three pillars: European Integration, Public Administration Reform and Governance for Growth.

The Secretariat of ReSPA is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage independent recruitment expert to participate in the work of the Selection committee for the recruitment for the position of ReSPA Programme Assistant. A detailed description of the assignment is provided in the Terms of Reference attached to this Procurement Notice. Interested qualified individual experts are invited to apply to this post in order to be considered through a competitive procedure for the assignment.

The Selection committee for the recruitment for the position ReSPA Programme Assistant consists of one representative of the Secretariat of ReSPA and two independent recruitment experts. ReSPA will engage two independent recruitment experts to be members of the Selection committee.

1.3 Objective and purpose of the assignment are:

The objective of this assignment is to participate in the work of the Selection committee for the position of Programme Assistant in the capacity of independent recruitment expert. The assignment will be performed in accordance with rules of ReSPA (Staff Regulations) and according to the ReSPA competency framework for the position of Programme Assistant.

1.4 Expected deliverables of the work are: as per Terms of Reference.

1.5 Tentative timeframe: the assignment is expected to be performed during June and July 2016.

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\* 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

1.6 Budget: The contracted independent recruitment expert will be remunerated in the lump sum for the assignment. The concrete fee for the selected independent recruitment expert will be determined based on the applicant's experience and within the budgeted maximum for this assignment.

In addition to the fee, ReSPA will reimburse the cost of international round travel to the place of assignment and full board and lodging for the Independent recruitment expert at the place of assignment.

1.7 **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 consultant 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 abovementioned qualifications and competencies of the applicant, her/his general track record and previous specific experience in similar assignments (competency based recruitment). The applicants should particularly state in their CVs:

- Length of experience in human resource management,
- Interviewing experience in the EU institutions or/and institutions of the EU Member States,
- Length of experience in competency based recruitment for positions in public administration or international organisations,
- Length of experience in the design of assessment centre tests and exercises.

2.3 The required qualifications and experience and other competencies: as per Terms of Reference

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

3.1 The candidates are invited to submit the following documentation:

- **Proposal:**
  - Explaining their experience in the competence based recruitment in the EU institutions or/and institutions of the EU Member States,
- **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 of referee, email address and phone number) which would 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: [d.glodic@respaweb.eu](mailto:d.glodic@respaweb.eu) by 13 June 2016 before 13H00.**

**Late submissions will not be considered for evaluation.**

## **Section 4. Evaluation of CVs**

4.1 The CVs will be evaluated against the above mentioned required qualifications and competencies.

4.2 The applicants 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 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 ReSPA can 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: Mr. Duško Glodić, Programme Manager (Legal) via email: [d.glodic@respaweb.eu](mailto:d.glodic@respaweb.eu) .**

Any request for clarification must be sent by standard electronic communication to the above email address.

## TERMS OF REFERENCE

### for engagement of Independent recruitment expert for the position of Programme Assistant

#### I - Background

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation, promoting shared learning and supporting the development of public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo\* is a beneficiary and observer. ReSPA's purpose is to help governments in the Western Balkan 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).

The functioning of ReSPA, as an international organisation, is defined by the Agreement Establishing the Regional School of Public Administration (ReSPA) signed in 2008. In order to respond to its mission, ReSPA has adopted the highest standards in the recruitment of its staff and therefore seeks to engage independent recruitment experts, experienced in the competency based recruitment and in performing similar tasks in the EU Member States or/and EU institutions.

#### II - Description of the Assignment

The objective of this assignment is to participate in the work of the Selection Committee in the capacity of independent recruitment expert in the Selection committee for the position of a Programme Assistant. The assignment will be performed in accordance with rules in ReSPA and according to the ReSPA competency framework (Staff Regulations of ReSPA and annexes thereto – Annex I defining the Organisational Structure and Role profiles with the ReSPA Core competences and Directive N°LG/DIR/001-1/16 on Recruitment and Selection Rules and Procedures for ReSPA Technical Employees).

The independent recruitment expert will perform the task within the Selection committee which is composed of three members: two independent recruitment experts and one representative of the Secretariat of ReSPA. Upon completion of the task, the Selection committee will submit the report to the ReSPA Director with recommendations for appointment to the position in question.

The Selection committee will be supported administratively and logistically by its Secretary appointed from the ReSPA employees.

#### III - Tasks and Responsibilities

The independent recruitment expert will perform the following tasks and responsibilities:

1. Read and absorb the requirements for the role profile of Programme Assistant as defined in the Staff Regulations, including the competencies required for the position and familiarise with the ReSPA mission and organisational structures;
2. Familiarise with the recruitment and selection procedure defined in the Directive N°LG/DIR/001-1/16 on Recruitment and Selection Rules and Procedures for ReSPA Technical Employees;
3. Read and absorb the ReSPA competency framework applicable to the position of Programme Assistant and other relevant requirements defined in the Staff Regulations;
4. Review applications against job profile and relevant competencies;

5. Participate in the short-listing of candidates and prepare, in cooperation with other members of the Selection Committee, evaluation grids for short-listing based on criteria envisaged in the role profile of Programme Assistant and evaluate applications;
6. Prepare, in cooperation with other members of the Selection Committee, the assessment centre consisting of written test, presentation/communication exercise and competency based interview and prepare evaluation grids for each exercise/test which are suitable for the position of Programme Assistant;
7. Participate in the assessment centre and evaluate candidates in accordance with competencies envisaged in the role profile of Programme Assistant;
8. Participate in the preparation of the Selection committee report;
9. Submit the expert's individual report on assignment to ReSPA upon the completion of the assignment.

#### **IV - Necessary Qualifications and Experience**

The Independent Recruitment Expert should have the following educational background and professional experience:

##### **1. Qualification and skills:**

- University degree in Human Resource Management; Business/Public Administration, Law, Social Sciences, Organisation Behaviour or Psychology or related studies;
- Excellent written and verbal communication skills in the English language;
- Excellent interpersonal skills.

##### **2. General professional experience:**

- At least 3 years' experience in human resource management;
- Interviewing experience in recruitment process in the EU institutions or institutions of the EU Member States.

##### **3. Specific professional experience:**

- Experience in competency based recruitment for positions in the EU institutions or institutions of the EU Member States,
- Experience in the design of assessment centre tests and exercises.

#### **V - Other competencies:**

Besides the necessary qualifications and experience, the independent recruitment expert is expected to have the following skills:

- Excellent organizational and time management skills.
- Strong interpersonal skills, ability to work on own initiative and work as part of the team.
- Excellent written and English communication skills with demonstrated ability to assess complex situations and to succinctly and clearly distil critical issues.
- Ability to communicate in person and writing with a wide range of stakeholders, and ability to work collaboratively on-line and via e-mail.

#### **VI - Timing and Location of Performance**

The assignment will be performed during June and July 2016. The precise timeline will be agreed by the Selection committee members.

The base of performance will be the Independent expert's own location and ReSPA headquarters in Danilovgrad, Montenegro where the assessment centre should take place.

## **VII - Remunerations**

The Independent recruitment expert will be remunerated in the lump sum for the assignment. The concrete fee will be determined based on the applicant's experience and within the budgeted maximum in accordance with established scales and profiling system.

The payment will be effectuated in one instalment after the completion of assignment and following the approval by ReSPA of submitted report.

In addition to the fee, ReSPA will reimburse the cost of international round travel to the place of assignment and full board and lodging for the Independent recruitment expert at the places of assignment

## **VIII - Reporting and Final Documentation**

The Independent recruitment expert will be requested to deliver the following documents before the payment is conducted:

- Final report on the performed assignment upon the completion of the recruitment process and documents as stated in the section on tasks and responsibilities;
- Invoice, original and signed, with supporting documentation (i.e. boarding passes or any other relevant document related to the used means of transport).

The abovementioned documentation shall be delivered to the following contact person and address:

Ms. Ivana Bajo  
Personal Assistant to the Director of ReSPA  
Regional School of Public Administration - ReSPA  
PO BOX 31, 81410 Danilovgrad, Montenegro  
[i.bajo@respaweb.eu](mailto:i.bajo@respaweb.eu)