



## **PROCUREMENT NOTICE FOR AN EXPERT / CONSULTANT**

Assignment: **EXPERT SUPPORT IN HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS**

**Reference Number: 17026**

### **Section 1 Introductory Information**

#### 1.1 Assignment:

Expert support in Human Resource Management Information Systems

#### 1.2 Purpose of the Assignment:

At the meeting of the HRMD WG held in September 2015, the participants had an opportunity to learn about the HRMIS developments in Albania and to compare and contrast their own activities in this regard with those in other ReSPA members.

As a practical follow-up to this meeting, ReSPA shall organise the meeting of the HRMD Working group members on the progress made as of 2015 and possible future activities. Besides the HRMIS as one of the topics of the meeting, Competency framework and coaching will be the additional topics that will be covered with support of two more experts who will be engaged by ReSPA to cover these topics.

ReSPA is seeking for one HRMIS expert who would, based on the recommendations from the last HRMD meeting held in September 2015 and the instructions received from ReSPA, conduct the below stated deliverables:

#### 1.3 Expected deliverables / results:

The following deliverables shall be produced and transferred to ReSPA during the Assignment:

- Questionnaire for the HRMD and IT Working group members on the HRMIS state of art in the region with a special focus on achievements and best practices, obstacles faced, differences in outsourcing or in house developments, interoperability with other IT platforms and models for data exchange, and data accuracy, in accordance with the conclusions from the previous meeting;
- Summary document with best regional practices and recommendations for improvement of HRMIS in respective countries;

#### 1.4 Tentative timeframe:

The Assignment shall be completed by 15 June 2017.

The assignment foresees work from home and participation at the HRMIS event from 30-31 May 2017.

#### 1.5 Estimated number of days:

The expert should be engaged for 12 working days (detailed description in the ToR).

#### 1.6 Budget and payment conditions:

The budget for the contract will be based on a daily rate to be agreed upon with ReSPA. The payment is envisaged in one instalments.

#### 1.7 Note:

Any individual employed by a company, organization or institution who would like to submit an offer in response to this Procurement Notice must do so in his/her individual capacity, even if he/she expects his/her employer to sign a contract with ReSPA. In such a case the expert shall notify ReSPA in the Application on the company, organization or institution which is his/her employer. **Please note that public servants from ReSPA Members and Kosovo\* are not eligible to apply and will not be considered under this Procurement Notice.**

#### 1.8 Request for clarification:

Any request for clarification of this Procurement Notice must be sent in writing by e-mail, to the e-mail address indicated at the end of this Notice, by 28 April 2017 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 3 May 2017.

### **Section 2 Preparation of CV and supporting documentation**

2.1 Language: The CV and supporting documentation shall be written in English language.

2.2 The CV should provide information on qualifications and competencies of the expert, her/his general track record, list of relevant publications, and previous specific experience in similar assignments as stated in the Terms of Reference.

### **Section 3 Submission of CV and supporting documentation**

3.1 Interested individuals are invited to submit the following documentation:

- Personal CV including past experience in similar assignments
- Cover letter explaining motivation for this assignment

3.2 The CV and supporting documentation should be submitted in electronic format by e-mail.

3.3 The e-mail address for submission is: [procurement@respaweb.eu](mailto:procurement@respaweb.eu). Please indicate reference number of the tender: 17026

3.4 Deadline:

The CV and supporting documentation must be **submitted before 14.00h (CET) on 04 May 2017**. Late submissions will not be considered for evaluation.

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

4.1 The CVs will be evaluated based on required qualifications and competences.

4.2 The applicant with the highest final ranking will be invited to negotiate the contract. If negotiations are successful, the selected candidate will be awarded the contract. Should the negotiations fail, the second ranked candidate will be invited for negotiations.

### **Section 5 Final Considerations**

5.1 The payment will be done in one instalment upon ReSPA's approval of the deliverables.

5.2 The following document is attached to this Procurement Notice:

- Terms of Reference

5.3 Should you need any further clarifications with respect to this invitation, please contact:

E-mail: [procurement@respaweb.eu](mailto:procurement@respaweb.eu)



## Terms of Reference Request for Services *HRMIS expert*

### 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\*<sup>1</sup> is a beneficiary and observer. 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 the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of Public Administration Reform (PAR) and EU integration and strengthening administrative capacities in the beneficiaries. This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

1. European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
2. Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
3. Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

ReSPA established the network on Human Resources Management and Development (HRMD) Working Group. It is composed of senior professionals, decision makers and expert practitioners who are granted an opportunity to share lessons learned, establish lasting working relations among individuals and institutions, and generate ideas which would promote more effective solutions to strengthen HRMD in WB.

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<sup>1</sup> \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

## Description of the Assignment

The HRMD Working Group will continue to ensure coordination of the HRMD advancements in administrations at the regional level by providing comprehensive inputs for ReSPA programme and activity plans and/or streamlining the activities in line with the needs of the region in EU integration process for a better administration. In addition, the HRMD provides specific recommendations and guidelines to ReSPA for further improvement of the work in certain subareas within the HRMD thematic area as in the case of Human Resources Management Information System (HRMIS). Nowadays a modern HRMD cannot be imagined without IT tools and opportunities IT offers. So, the role of e-Governance in the process of HRMD is increasing every day. Digitalization process of many public administration activities push the idea of broader usage of electronic systems/applications in professionalization of public administration, which would bring to cheaper, easier and more transparent public administration.

At the meeting of the HRMD WG held in September 2015 the participants had an opportunity to learn about the HRMIS developments in Albania and to compare and contrast their own activities in this regard with those in other ReSPA members.

As a practical follow-up to this meeting, ReSPA shall organise the meeting of the HRMD Working group members on the progress made as of 2015 and possible future activities. Besides the HRMIS as one of the topics of the meeting, Competency framework and coaching will be the additional topics that will be covered with support of two more experts who will be engaged by ReSPA to cover these topics.

With this document, ReSPA is seeking for one HRMIS expert who would, based on the recommendations from the last HRMD meeting held in September 2015 and the instructions received from ReSPA, conduct the below stated activities.

## Tasks and Responsibilities

The Expert on HRMIS shall perform the following tasks and responsibilities:

- Provide support in preparation of the draft discussion paper related to the meeting, as per the inputs received from ReSPA;
- Develop a questionnaire for the HRMD and IT Working group members on the HRMIS state of art in the region with a special focus on achievements and best practices, obstacles faced, differences in outsourcing or in house developments, interoperability with other IT platforms and models for data exchange, and data accuracy, in accordance with the conclusions from the previous meeting. (1 day)
- Analyze the information received from the HRMD Working group member, as well as the IT expert in charge of HRMIS. Conduct follow up call and clarify the remaining issues. (6 days)
- Prepare the summary document with best regional practices and recommendations for improvement of HRMIS in respective countries. (2 days)
- Present the study findings during the meeting of the Working group on HRMD. Moderate the HRMIS session during the meeting and obtain feedback from the group on the follow up activities related to HRMIS that can be undertaken by ReSPA in the future. (2 days)

- Provide support to the WG members during the session related to the ReSPA mechanisms of support to the countries (peer to peer and in-country support) in identifying the follow up activities that could be implemented at the country level with ReSPA support.
- Finalize the document after the event and prepare the report on the conducted assignment. (1 day)

Throughout the duration of the assignment, the expert will collaborate closely with ReSPA and a variety of ReSPA stakeholders.

## Necessary Qualifications

The experts shall possess the following qualifications:

### Educational background:

- B.Sc. (M.Sc. would be considered as an advantage) in Law, Economy, Social Sciences, Computer Science, Business Administration, Public Administration, or related field;

### General professional experience:

- Minimum 5 (five) years of experience in the field of information system development.

### Specific professional experience:

- Minimum 2 (two) years of experience dealing with issues of HRM/HRD and/or e-Government or issues related to the area of the meeting;
- Working experience on similar networking and capacity building activities in the field of HRMIS development at national or international level in particular in the Western Balkan countries;
- Experience in drafting analytical papers or other country inputs related to the area of expertise.

### Skills:

- Team work;
- Project development skills;
- Training skills and moderation skills;
- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Ability to work with people of different nationalities, religions and cultural backgrounds

## Timing and Location

The assignment foresees in total 12 (twelve) days. Ten days (10) are envisaged as a work from home, while the remaining two (2) days require participation at the event, which will be held in Tirana, Albania on 30 and 31 May 2017. The deadline for submitting the report on completed assignment is 15 June 2017.

## Remunerations

The assignment foresees twelve (12) man-days: nine (9) days for preparation, two (2) days for participation at the event, and one (1) day for finalisation of the document and preparation of the report.

*Note:* ReSPA will provide per-diems related to the assignment in line with the EC per diem rates for the country of travel. ReSPA will also organize the international round trip travel for the Expert to the event site.

## Reporting and Final Documentation

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

- Report on the study findings including the recommendations for the follow-up;
- Report on the conducted assignment;
- Timesheets (original and signed);
- Invoice (original and signed);
- Boarding passes (original).

The abovementioned documentation shall be delivered by 15 June 2017 to the following contact person and address:

**Vanja Ivanovic**  
**ReSPA Programme Assistant**  
**Regional School of Public Administration - ReSPA**  
**Branelovica, 81410 Danilovgrad, Montenegro**  
[v.ivanovic@respaweb.eu](mailto:v.ivanovic@respaweb.eu)