

Procurement Notice

Assignment name: Lead Moderator

Reference Numbers: 17014, 17015, 17016 and 17043

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*¹ 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). 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.

The new EC grant supports the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of 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 is implementing its activities through the Secretariat which is consisting of 15 staff members from the Western Balkan region. The Secretariat is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks for external support from individual experts, speakers and contributors from regional level as well as from EU level.

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

¹ 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

1.4 Tentative timeframe: the assignment is expected to be performed during period April - October 2017.

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 practical experience in moderating and facilitating international conferences and experts' workshops on the topics related to the conference topic or similar.

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;
- 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 by **14 April 2017** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number 17014, 17015, 17016 and 17043.**

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

Section 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: Mr. Goran Pastrovic, Programme Manager via e-mail: g.pastrovic@respaweb.eu, by 11 April 2017 (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 13 April 2017. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

TERMS OF REFERENCE

One Lead Moderator

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*² 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 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 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.

For purpose of preparing and realizing the events in the above-mentioned areas, ReSPA has identified need for external support from individual experts, speakers and contributors from regional level as well as from EU level.

² * 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

Based on the recommendations from related ReSPA working groups, several high-level events will be organized in 2017. The assignment will include the following activities:

- 1) The preparation meeting with the ReSPA Staff which will contribute to setting up a general plan of action (2-3 pages) and ensuring continuity and sequencing of ReSPA activities;
- 2) The conference devoted to Service Delivery which will be organized in Tirana (Albania) on 18-19 May 2017 as a comprehensive component of the Public Administration Reform (PAR).
- 3) The next event will be the Open Data Conference in Brussels (Belgium) which will be held on 14 June 2017 followed by ReSPA Open day in Brussels to be realized on 15 June 2017.

Both mentioned events will have local media coverage and will be shared in the social media of RESPA and partner institutions.

- 4) The conclusions from events 2) and 3), if deemed appropriate, will feed in the final agenda of 10th ReSPA Annual Conference *Innovation for improving quality of public services* which will be organized on 12-13 October 2017, at which the expert's engagement will be required as well.

By means of these Terms of Reference (ToR), ReSPA is seeking for one Lead Moderator who would support ReSPA in organizing and implementing the above events.

Tasks and Responsibilities

The Lead Moderator shall work closely with ReSPA in performing the tasks foreseen with this document and as elaborated above. Moreover, the expert shall perform the following tasks and responsibilities:

APRIL - MAY 2017

- a) Set up a methodology with a focus on moderation of three foreseen activities and event management and present to ReSPA (exact place and date of the meeting TBC) – one full day the methodology including the module on presentation;

Number of days for 1): 3 days (2 days preparation and 1 day meeting)

- b) During the conference in Tirana, Albania:

- takes the role of main moderator in Panel of Western Balkans ministers presenting their country's current status of service delivery reform and moderates the last session on the 1st day of the event i.e. Challenges of Optimizing Public Administration: Lessons Learned from Global and EU Experience;
- Also, moderates the last session on the second day of Tirana event devoted to Performance Monitoring of Staff and to ReSPA QM baseline analysis intermediary results;
- Following set of questions received by ReSPA secretariat prepare suggestions for topics to be discussed at Panel of WB ministers as well as for other two sessions as specified in a) during the conference in Tirana, Albania;

Number of days for 2): 4 days (2 days for preparation and reporting and 2 days for implementation)

JUNE 2017

- c) Support activities in Brussels, Belgium (the events will be interconnected and ReSPA will try to organize them as back to back and each will last for one day, in total two days)

1st event in Brussels - Prepares event scenario, compiles the questions from other engaged experts, if needed communicates in advance with high level speakers and moderates as lead moderator one day Open Data Conference (14 June 2017) which will include the following topics:

- ✓ The importance of Open Government, Open Data and OGP
- ✓ Open (Government) Data in Governance
- ✓ Transition to Digital Society with Open (Government) Data
- ✓ Open Government & Open Data region
- ✓ Hand in Hand – Open (Government) Data and eParticipation
- ✓ How Open (Government) Data open doors for PPP/PCP?

2nd event in Brussels (15 June 2017) – Moderates as RESPA Open day which will include the following topics:

- ✓ Methodology for prevention of corruption in the IT sector (derived from the regional study Abuse of It for corruption)
- ✓ Study: The Optimization of Public Administration in the Western Balkans
- ✓ Comparative regional study on Better regulation in the Western Balkans
- ✓ Study: Professionalization and depolitization of Public administration in the Western Balkans

- ✓ Presentation of regional projects implemented by think tanks: WEBER and Western Balkan 6 Advocacy Group

For getting prepared for above stated topics the expert should:

- get general familiarity with above stated studies <http://www.respaweb.eu/11/library>
- communication prior to the event with other engaged experts and foreseen speakers in the event

Number of days for 3): 5 days (1 ½ days for preparation / communicating with other engaged experts and foreseen speakers and reporting and 1 day for implementation per each event)

OCTOBER 2017

- d) In October 2017 at ReSPA in Montenegro or in the Western Balkan region supports activities i.e. moderate two sessions (one round table and one regular session) i.e.
- ✓ moderates panel discussion in domain of Generating and sharing ideas on innovations in Public Administration during the 1st day of the Conference along with
 - ✓ moderation of the session devoted to Measuring and Managing User Satisfaction in Public Administration and Public Service Delivery – Panel – „What can we do to ensure satisfied users, follow-up and follow-on actions to user satisfaction mechanisms/surveys? “
 - ✓ prepares the set of tailored question for each of those two session, communicates in advance with the speakers
 - ✓ formulates the conclusions reflecting those two sessions / overall conference

Number of days for 4): 6 days (3 days for preparation and reporting and 2 days for implementation)

Liaise directly with ReSPA and take into consideration the instructions received beforehand.

Total number of days is 18.

Necessary Qualifications

The expert shall possess the following qualifications:

Educational background:

- BsC (M.Sc. would be advantage) in Social Sciences, Economy, Business Administration, Political studies, Development studies, Public Administration, or related field;

General professional experience:

- Minimum 10 years of experience on preparing, designing, delivering presentations to the audience in a large group;

Specific professional experience:

- Working experience on similar activities in public administration at national level and at international level; with the practical experience in moderating and facilitating international conferences and experts' workshops on the topics related to the conference topic or similar;
- Experience in drafting analytical papers, conference contributions and other publications 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

ReSPA will provide overall technical and logistical support for participation of the Expert in the ReSPA activities. ReSPA reserve the right to change the timing and location of the activity and will timely inform the expert.

- 1) The first meeting which will ensure continuity and sequencing of ReSPA activities will be organized at ReSPA (the exact date of the meeting to be defined);
- 2) Service Delivery Conference in Tirana (Albania) will be organized on 18-19 May 2017;
- 3) Open Data Conference in Brussels (Belgium) will be organized on 14 June 2017 and ReSPA Open Day in Brussels to be realized on 15 June 2017.
- 4) 10th ReSPA Annual Conference will be organized in Podgorica, Montenegro on 12-13 October 2017.

Activity	Location	April	May	June	July	Aug.	Sept.	Oct.
1) Setting up an action plan and meeting at ReSPA	ReSPA		tbc					
2) Service Delivery Conference	Tirana		18-19					
3) Open Data Conference	Brussels			14				
4) ReSPA Open Day	Brussels			15				
5) 10 th ReSPA Annual Conference	Podgorica							12-13

Remunerations

The selected expert will submit the financial offer including methodology and unit per day. The payment will be done in three instalments, following the submission of the reports (one after each event).

Activity	Maximum number of working days
1) Setting up an action plan and meeting at ReSPA	3
2) Service Delivery Conference in Tirana	4
3) Open Data Conference in Brussels	2.5
4) ReSPA Open Day in Brussels	2.5
5) 10 th ReSPA Annual Conference	6
TOTAL	18

Payment will be conducted in three instalments³:

1. First installment on conducting the first two activities: (1) submitted plan of actions and meeting at ReSPA and 2) Service Delivery Conference in Tirana and
2. Second installment on conducting of 3) Open Data Conference in Brussels and 4) ReSPA Open Day in Brussels;
3. Third - final installment on conducting: 5) 10th ReSPA Annual Conference in Podgorica, Montenegro.

³ Separate reports will be designed for all related events

Note: in case the event is being organized at ReSPA campus, no per-diems are to be covered during the assignment. However, ReSPA will reimburse the international round trip travel for the Expert to and from Podgorica; ReSPA will organize and cover the transfers of the Expert from Podgorica Airport to Danilovgrad and back; and arrange and cover full accommodation including all meals and refreshments.

In case of organization of the event out of ReSPA Campus, ReSPA will provide per-diems related to the assignment in line with the EC per diem rates for the specific country where the event will take place. ReSPA will also reimburse the international round trip travel for the Experts to the event cite and back.

Reporting and Final Documentation

The expert will be requested to deliver the following documents:

- Five⁴ reports, submitted two weeks upon completion of each event;
- The submission of the following:
 - *Timesheets* (original and signed);
 - *Invoices* (original and signed);
 - *Boarding passes* (original).

Should be in accordance with the above stated deadlines for the reports submission

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⁴ Five reports: Action plan and reports for each of the activity 2, 3, 4 and 5.