

Procurement Notice

Assignment name: One Anti-Corruption Expert

Reference Numbers: 17014, 17015, 17016, 17043, 17050, 17051

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 to engage one expert to provide support in activities in area of Anti-Corruption.

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 May - November 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 professional experience in providing expert's assistance in the area of Anti-Corruption.

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 **17 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, 17043, 17050 and 17051.**

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: Ms. Ranka Bartula Musikic, Programme Manager via e-mail: r.bartula@respaweb.eu, by **12 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 **14 April 2017**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

TERMS OF REFERENCE

One Anti-corruption 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*² 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.

For purpose of preparing and realizing the events, 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, it was decided to organize the following activities:

- 1) Meeting at ReSPA and development of an Action plan for the follow up activities for each of the planned events in relevant countries of the region;
- 2) Conference devoted to Service Delivery as a comprehensive component of the PAR will be organized in Tirana, Albania on 18-19 May 2017;
- 3) Meeting of Working group on Ethics and Integrity on 13 June 2017
- 4) Open data conference in Brussels to be held on 14 June 2017
- 5) ReSPA Open day to be held in Brussels on 15 June 2017 and presentation of ReSPA methodology for prevention of corruption in the IT sector.
- 6) Development of the *Methodology on the patterns of hidden conflict and how to detect them*.
- 7) Meeting of the group for Ethics and Integrity planned for September 2017 (5-6 September 2017) and presentation of the *Methodology on the patterns of hidden conflict and how to detect them*³
- 8) Presentation of the *Methodology on the patterns of hidden conflict and how to detect them* at 10th ReSPA Annual Conference *Innovation for improving quality of public services* which will be organized on 12-13 October 2017.

The conclusions from all previously mentioned four events, if deemed appropriate, will feed into the final agenda of 10th ReSPA Annual Conference.

By means of these Terms of Reference (ToR), ReSPA is seeking for one expert in Anti-corruption who would support the implementation of the above activities.

Tasks and Responsibilities

The Expert for anticorruption 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:

³ As a follow, up of the study ReSPA Regional Comparative Study on Conflict of Interest (2015), the *Methodology on the patterns of hidden conflict and how to detect them*

MAY 2017

1) Meeting at ReSPA at the beginning of the assignment

- ✓ Prior to the meeting, to get familiarised with the ReSPA regional studies (E to Open Government which can be downloaded from: <http://www.respaweb.eu/11/library#respa-publications-2015-7> and Abuse of IT for corruption: <http://www.respaweb.eu/11/library#abuse-of-it-for-corruption-112>;
- ✓ Develop an Action plan for the follow up activities for each of the planned events in relevant countries of the region.

Number of days: 3 days

2) Service Delivery conference which will be held in Tirana, Albania on 3-5 May 2017

- ✓ Prepare the material (questions, short session synopsis) for the third session devoted to *Challenges of Optimizing Public Administration: Lessons Learned from Global and EU Experience*;
- ✓ Provide support in moderation of the session;
- ✓ Prepare the conclusions of the Conference.

Number of days: 3 days (1 ½ for preparation and reporting and 1 ½ for the implementation)

JUNE 2017

3) Meeting of Working group on Ethics and Integrity on 13 June 2017

Number of days for 3): 1 day (1 for implementation)

4) Open data conference in Brussels to be held on 14 June 2017

- ✓ Prepare the questions, communicate in advance with speakers;
- ✓ Moderate the conference which will include the following topics regarding accountability and transparency;

5) ReSPA Open day to be held on 15 June 2017

- ✓ Prepare power point presentation jointly with the assigned expert for Ethics and Integrity and responsible ReSPA Programme Manager and present *ReSPA methodology for prevention of corruption in the IT sector* in Brussels;
- ✓ Communicate, prior to the event, with the representatives of the institutions who have piloted the methodology;
- ✓ Present findings to the target audience in the EC Commission along with the assigned expert for Ethics and Integrity and the responsible ReSPA Programme Manager

- ✓ Design event conclusion including follow up.

Number of days for 4) and 5): 4 days (1 for preparation and reporting and 1 for implementation per each event)

JULY

- 6) Develop a *Methodology on the patterns of hidden conflict and how to detect them* (July – September 2017);

Number of days for 6): 7 days

SEPTEMBER

- 7) Ethics and Integrity Working Group Meeting in September 2017 (5-6 September 2017) which would include:

- ✓ Presentation of the *Methodology on the patterns of hidden conflict and how to detect them*
- ✓ Set up an action plan for the follow up activities
- ✓ Moderate the two-day event

Number of days: 4 days (1 for preparation, 2 for the implementation and 1 for reporting)

OCTOBER

- 8) 10th ReSPA Annual Conference (exact date to be defined) at ReSPA, Montenegro i.e.

- ✓ Prepare questions, communicate with speakers before the conference and moderate during the 1st day of the conference the session related to Ethics and Integrity
- ✓ Present a *Methodology on the patterns of hidden conflict and how to detect them*
- ✓ Support the identification of speakers and finalization of the related documents for the conference
- ✓ Support to designing of the event conclusion including the follow up aspects for 11th ReSPA Annual Conference (Draft Discussion paper and agenda);

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

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

Total number of days is 28.

Necessary Qualifications

The expert shall possess the following qualifications:

Educational background:

- BsC in Social Sciences, Law, Development studies, Public Administration, or related field;

General professional experience:

- Minimum seven years of experience in the field of Ethics and Integrity (E&I);

Specific professional experience:

- Prior experience in research and/or development and/or implementation in the field of E&I i.e. anticorruption;
- Working experience on similar networking and capacity building activities in the field of E&I i.e. anticorruption at national or international level; national or international non-governmental level;

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) Meeting at ReSPA at the beginning of the assignment and development of an Action plan for the follow up activities for each of the planned events in relevant countries of the region;
- 2) Conference devoted to Service Delivery as a comprehensive component of the PAR will be organized in Tirana, Albania on 3-5 May 2017;
- 3) Meeting of the Working group on Ethics and Integrity on 13 June 2017;
- 4) Open data conference in Brussels to be held on 14 June 2017;
- 5) ReSPA Open day to be held in Brussels on 15 June 2017 and presentation of ReSPA methodology for prevention of corruption in the IT sector;

- 6) Development of the *Methodology on the patterns of hidden conflict and how to detect them* (July – September 2017);
- 7) Meeting of the group for Ethics and Integrity planned for September 2017 (5-6 September 2017) and presentation of the *Methodology on the patterns of hidden conflict and how to detect them*⁴;
- 8) Presentation of the *Methodology on the patterns of hidden conflict and how to detect them* at 10th ReSPA Annual Conference *Innovation for improving quality of public services* which will be organized on 12-13 October 2017.

Activity	Location	April	May	June	July	Aug.	Sept.	Oct.
1) Setting up of an Action plan and meeting at ReSPA	ReSPA							
2) Service Delivery Conference	Tirana		3-5					
3) Meeting of the Working group on Ethics and Integrity	Brussels			13				
4) Open Data Conference	Brussels			14				
5) ReSPA Open day	Brussels			15				
6) Development of methodology	Home based							
7) Meeting of Ethics and Integrity Working Group							5-6	
8) 10 th ReSPA Annual Conference	ReSPA							12-13

⁴ As a follow, up of the study ReSPA Regional Comparative Study on Conflict of Interest (2015), the *Methodology on the patterns of hidden conflict and how to detect them*

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	3
3) Meeting of the Working group on Ethics and Integrity	1
3) Open Data Conference in Brussels	2
4) ReSPA Open Day in Brussels	2
5) Development of methodology	7
6) Meeting of Ethics and Integrity Working Group	4
7) 10 th ReSPA Annual Conference	6
TOTAL	28

Payment will be conducted in three instalments:

1. First installment on conducting of the first two activities: 1) Setting up of an Action plan and the meeting at ReSPA and 2) Service Delivery Conference in Tirana (03-05 May 2017);
1. Second installment on conducting of 3) Meeting of the Working group on Ethics and Integrity in Brussels 4) Open Data Conference in Brussels, 5) ReSPA Open Day in Brussels and 6) upon approval of the *Methodology on the patterns of hidden conflict and how to detect them*;
2. Third - final installment on conducting of 7) the E&I working group meeting and 8) 10th ReSPA Annual Conference in Skopje, Macedonia.

Note: in case the event is being organised 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 organise 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 organisation 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 which are required for conducting payments:

- Six reports⁵, submitted two weeks upon completion of each event;
- The submission of the following:
 - *Timesheets* (original and signed);
 - *Invoices* (original and signed);
 - *Boarding passes* (original).

The submission should be in accordance with the above stated deadlines for the reports submission.

Ms. Vanja Ivanovic

ReSPA Programme Assistant

Regional School of Public Administration - ReSPA

Branelovica, P.O. Box 31

81410 Danilovgrad, Montenegro

v.ivanovic@respaweb.eu

⁵ 1st report is plan of actions, 2nd is related to Service Delivery Conference, 3rd is relevant for three events in Brussels, 4th is connected to development of Methodology, 5th is accompanied with the E&I working group meeting and 6th is relevant for 10th ReSPA Annual Conference (conclusion and documents for the follow up)