

Procurement Notice

Assignment Name: Facilitation and development of the ReSPA Strategy 2019 – 2024 and related documents

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 international organisation serving primarily as an instrument of regional cooperation and primary regional hub for public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo*¹ is a beneficiary. Its 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 for membership of the European Union. Bearing its mandate stipulated by the Agreement Establishing ReSPA, ReSPA's overarching purpose is to develop and execute a comprehensive regional response to common public administration strategic needs in its Members. These joint capacity development needs to relate to the European Integration and the implementation of Public Administration Reform (PAR) improvements.

ReSPA works primarily through regional networks. These operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There are 2 networks (PAR network and European integration Committee) and 11 Working groups developed according to the thematic areas: (1) Human Resource Management; 2) E-government; 3) Ethics and Integrity; 4) Public Procurement; 5) Public Private Partnership; 6) Administrative Procedures and Administrative Justice; 7) Better Regulation; 8) Quality Management; and 9) Public Internal Financial Control (PIFC).

ReSPA has developed a Strategic framework for 2016-2020. The Strategic framework has four strategic objectives: 1. Improve cooperation in the field of public administration amongst the Members of ReSPA; 2. Strengthen exchange with the Member States of the European Union (EU); 3. Strengthen administrative capacity in the public administration of the Members of ReSPA, as required by the European Integration process; and 4. Develop human resources in the public administrations of the members of ReSPA in line with the principles of the European Administrative Space. Based on the Strategic framework, ReSPA develops its two-year Programme of Work (PoW) with indicators of success. In line with the PoW 2016-2017, the thematic areas are framed by the three pillars.

¹ * 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

(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 the 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 establishes close co-operation with ministers, senior public servants and heads of function in member states. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional players such as SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations.

ReSPA has been working on the core strategic issues outlined in the Strategic plan, and it has achieved significant success in many areas. Along with success, there have been many changes and challenges in the implementation of the last Strategic framework as stated in several reports: ex-post evaluation report, ROM reports. These challenges were manifold, and some of the key challenges include meeting the requirements of respective countries which are at different levels of development in regard to PAR as well as the access to the EU, the limited number of staff, large number of thematic areas that ReSPA is working on, etc.

However, the changes and challenges faced over the last few years asked the organization to review its Strategic framework, and propose a new Strategy document. With the scope of this Strategy, ReSPA is interested in revisiting its current Strategic framework (organizational vision, mission, goals and strategic objectives), and proposing a new direction for the next strategic planning cycle 2019 - 2024 with set objectives, headline targets and indicators. The new Strategy will help ReSPA and its members to redefine its organizational vision and function in order to be more responsive and accountable.

1.1 ReSPA now seeks to engage an expert to facilitate development of the ReSPA Strategy for 2019-2024, and related documents.

1.2 Objective and purpose of the assignment are: To define the future direction, Strategy and priorities of ReSPA.

The Strategy will provide basis for establishment of a well-functioning M&E system and it will contribute to spreading the M&E culture among the ReSPA members and strengthening their capacities.

The assignment will be performed by one expert. The tasks of the expert are in more details defined by the Terms of Reference.

1.3 Tentative timeframe: the assignment is expected to be performed during the period February 2018 – June 2018.

1.4 Budget: The contracted expert will be remunerated on the basis of a daily fee. The concrete fee for the selected trainer will be determined based on the applicant's experience in accordance with the applicable ReSPA rules and within the budgeted maximum for this assignment.

Level of effort for the performance of assignment is up to 21 expert days including one day of preparation of the report on the assignment.

The expert's fee is covering the expertise as well as all related costs which include travel, accommodation, meals, local transport and other incidental costs. Apart from the expert's fee no other costs will be covered by ReSPA.

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 CV (maximum 3 pages) 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 applicant should particularly state in the CVs:

- Specific professional experience in strategic plan development and organisational development in non-profit sector;
- Experience in monitoring and/or evaluation of programmes and/or institutions or agencies by the EU;
- Experience in provision of capacity building in the area of M&E.

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

Section 3. Submission of CVs and supporting documentation

3.1 The applicants are required to submit the applications. Any applicant should meet the requirements as defined by the Terms of Reference.

3.2 The applicants are invited to submit the following documentation:

- Letter of interest/proposal:
 - Explaining why they consider themselves the most suitable for the work
 - Providing a brief methodology, if applicable, on how they will approach and conduct the work.
- Personal CV (maximum 3 pages) including past experience in similar projects 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, if considered necessary)

3.3 The required documentation should be submitted in electronic format by e-mail and with the reference number – 18010 stated in title to the following address: procurement@respaweb.eu by 15 January 2018 before midnight. Late submissions will not be considered for evaluation.

Public servants of 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 two installments, following the submission and approval of the deliverables, as defined in the Terms of Reference.

5.2 The following documents are 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: Ms. Ranka Bartula-Musikic, Programme Manager via email: r.bartula@respaweb.eu

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