



## PROCUREMENT NOTICE FOR EXPERT

**Assignment: Improving methodology of psychological testing in public administration (PA), with the set of quality standards and procedures regarding recruitment.**

### Section 1 Introductory Information

#### 1.1 Assignment:

The main objective of the Assignment is to improve methods and procedures regarding psychological testing for Public Administration recruitment purposes by analyzing the current competencies and skills of the candidates during the interview.

The Assignment will encompass the improved methodology of testing with the set of quality standards, recommendations and procedures.

ReSPA is seeking to engage **one Expert** who shall improve methods and procedures regarding psychological testing for Public Administration recruitment purposes and propose recommendations for the improvements of the recruitment processes.

A detailed description of the Assignment is provided in the Terms of Reference attached to this Procurement Notice. Interested qualified individuals are invited to apply for this Assignment in order to be considered by ReSPA through a competitive procedure.

#### 1.2 Purpose of the Assignment:

The purpose of the consultancy is to improve methods and procedures regarding psychological testing for Public Administration recruitment purposes by analyzing the current competencies and skills of the candidates during the interview.

The main expected deliverable is methodology of testing with the set of quality standards and procedures regarding recruitment in public administration (PA).

#### 1.3 Expected deliverables / results:

1. Present state analysis (PSA): in depth considerations about present state (legal, methodological and organizational aspects). Pages: *4-6 pages*
2. Proposal of Methodologies and improved procedures (MIP). Pages: *8-10*

3. Recommendations for future steps (RFS): recommendations for further improvements of the process (elements that cannot be implemented due to lack of pre-requisites in present moment). *Pages: 4-6*
4. Recommendations for the improvements of recruiting process in the ReSPA Members and Kosovo\*. *Pages: 2-3*

1.4 Tentative timeframe: The Assignment shall be completed by the beginning of October 2016.

1.5 Estimated number of days: The Expert is estimated to allocate up to 15 working days (detailed description in the ToR) to complete the tasks outlined in the attached Terms of Reference.

1.6 Budget and payment conditions: The budget for the contract will be based on a daily rate to be agreed upon with ReSPA, with a payment in one instalment.

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 is his/her employer. **Please note that public servants from ReSPA Members and Kosovo\*<sup>1</sup> are not eligible to apply / 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 **12 September 2016** 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 **13 September 2016**.

## **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 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

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

- Proposal for daily fee for this assignment

3.2 The CVs 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)

3.4 Deadline: The CVs and supporting documentation must be **submitted before 17.00h (CET) on 15 September 2016**. Late submissions will not be considered for evaluation.

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

4.1 The CVs will be evaluated against 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 to negotiations.

4.3 The financial proposal shall specify a daily fee amount in EURO for consultancy fees. Please note that the cost of preparing a proposal and negotiating a contract, including any related travel, is not reimbursable as a direct cost of the Assignment.

#### **Section 5 Final Considerations**

5.1 The payment will be done in one instalment following the submission of the final report and after 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, by 12 September 2016 the latest:

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



# Terms of Reference Request for Services

## 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.

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 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.

Following consultations and expressed interest of ReSPA Members and Kosovo, it has been decided that ReSPA should implement the specific scheme for its stakeholders: the New Mechanism for Urgent Limited Needs. This Mechanism addresses urgent and specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

These Terms of Reference (ToR) refer to the request submitted to ReSPA by the Human Resource Management Authority (HRMA) of Montenegro, requiring **expert assistance in improving methodology of testing with the set of quality standards and procedures regarding recruitment in public administration (PA).**

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<sup>1</sup> \* 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

## Description of Assignment

Law on Civil Servants and State Employees defines filling vacancies in state administration. The Assessment of the candidates is performed by the Selection Commission on the bases of the Secondary Act which clearly defines manner of testing procedure, more detailed criteria and manner of the assessment of the candidates.

The testing procedure is carried out in writing and by conducting an interview but it also may be done in a better and advanced way.

In line with above mentioned, there is a need to **improve methods and procedures regarding psychological testing for PA recruitment purposes** by analyzing the current competencies and skills of the candidates during the interview.

Therefore, HRMA Montenegro requires **expert** support for the purpose of conducting expert assistance in preparation of the Methodology for improvement of methods and procedures regarding psychological testing for PA recruitment purposes.

The Assignment should encompass:

\* The improved methodology of testing with the set of quality standards, recommendations and procedures (the list provides minimal requirements, not encompassing all possible areas that might emerge during analysis).

| \* Expected deliverables:

1. Present state analysis (PSA): in depth considerations about present state (legal, methodological and organizational aspects). Pages: *4-6 pages*
2. Proposal of Methodologies and improved procedures (MIP). Pages: *8-10*
3. Recommendations for future steps (RFS): recommendations for further improvements of the process (elements that cannot be implemented due to lack of pre-requisites in present moment). *Pages: 4-6*
4. Recommendations for the improvements of recruiting process in the ReSPA Members and Kosovo. Pages: *2-3*

## Tasks and Responsibilities

The Expert shall prepare an improved methodology of testing with the set of quality standards and procedures regarding to psychological testing, as obligatory, with the recommendations for the improvement of recruiting process and final results.

The Expert shall cooperate with ReSPA, with representatives of the Human Resource Management Authority in Montenegro regarding the expertise task.

The **Expert** is expected to perform the following tasks:

- Analysis of legal documentation (one day),
- Analysis of actual procedures (one day),
- Interviews and focus groups with representatives of HRMA (one day),

- Interviews and focus groups with psychologists in charge of psychological assessment process (one day),
- Analysis of positive practices EU (one day),
- Analysis of positive practices SE Europe (one day),
- Present state analysis (writing of the document) (two days),
- Proposal of Methodologies and improved procedures (writing of the document), (three days),
- Presentation of preliminary version of PSA and MIP to HRMA representatives and psychologists for remarks and approval, and implementation of remarks and final version of PSA and MIP. Implementation of remarks and final version of PSA and MIP (one day),
- Recommendations for future steps (writing of the document), (one day),
- Final presentations to all stakeholders (HRMA, Psychologists, MoI representatives, etc.), (one day),
- Preparing the report on completed Assignment for ReSPA including reflection on possible usage of the Methodology in ReSPA Members and Kosovo (one day).

## Necessary Qualifications

The Expert shall possess the following qualifications:

- Advanced Degree (Psychology, Sociology, Organizational Sciences or Management with specialization in HR Management) or other fields directly related to the Assignment;
- At least 5 years of direct experience in the area of HR Management with emphasis on recruitment, assessment and selection processes. Excellent knowledge of Montenegrin Public Administration and HR procedures and processes of which HRMA is in charge.;
- Demonstrable drafting skills;
- Proven analytical skills and ability to conceptualize and write concisely and clearly;
- Excellent organisational and time-management skills;
- Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, international organizations, civil society institutions and other stakeholders;
- Fluency in English and BSCM (Bosnian, Serbian, Croatian and Montenegrin) languages.

The Expert shall possess the following competencies:

- Demonstrates professional competence to meet responsibilities and task requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results-orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Team work: Ability to interact, establish and maintain effective working relations with a diverse team; and
- Client orientation: Ability to establish and maintain productive partnerships with partners and stakeholders.

## Timing and Location

The Assignment foresees analysis of the documents; interviews and focus groups and two presentations: (1) one in preliminary version of PSA and MIP to HRMA representatives and psychologists, and (2) second presentation to all stakeholders (HRMA, Psychologists, Mol representatives, etc.) in Human Resource Management Authority (HRMA) premises in Podgorica, Montenegro.

During implementation of the Assignment, the Expert will work in close cooperation with representatives of the HRMA and members of the Selection Committee and other stakeholders as necessary.

The Expert shall take into consideration comments and suggestions received from relevant ReSPA Programme Manager. The final report will be subject of approval from ReSPA before the payment of honoraria is executed.

## Remunerations

The Assignment foresees up to 15 (fifteen) man days, as per detailed description above.

Note: In case it is applicable, ReSPA will reimburse the international transport costs (air ticket, economy class) and per diem related to this assignment. The applicable rates for per diem must not exceed the EC current per diem rate scale (<https://ec.europa.eu/europeaid/sites/devco/files/perdiem-rate-20150318.pdf>).

(Per diem cover accommodation, meals, local travel within the place of mission and sundry expenses.)

Prior to financial commitment, this requirement must be reported to ReSPA Contact person for its consideration and pre-approval.

The payment will be done in one instalment, following the approval by ReSPA of the submitted final report, its annexes and invoices.

## Reporting and Final Documentation

The expert is requested to deliver the following documents before the payment is executed:

- *Final Report, submitted before the 03 October 2016*
- *Timesheets* (original and signed),
- *Invoices* (original and signed),
- *Boarding passes* (original), if applicable.

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

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