

Procurement Notice

Assignment name: Expert in the area of Public Internal Financial Control

Reference Number: 17045

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 Public Internal Financial Control (PIFC).

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

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

1.4 Tentative timeframe: the assignment is expected to be performed during period April - December 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 dealing with public finance management and PIFC,
- Length of professional experience in providing expert's assistance in the area of PIFC.

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 March 2017 before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number 17045.**

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 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. Dragan Djuric, Programme Manager via e-mail: d.djuric@respaweb.eu. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

TERMS OF REFERENCE

One Expert for Public Internal Financial Control

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.

Within the PAP Pillar, following Principles of Public Administration and recommendations received from European Commission ReSPA expands its activities in the area of Public Financial Management with particular focus on Public Internal Financial Control (PIFC). ReSPA intends to organize at least three workshops and seminars in order to contribute to the improvement of PIFC in ReSPA Members.

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

For purpose of preparing and realizing the events in the area of PIFC, ReSPA has identified need for external support from individual experts, speakers and contributors from EU level.

Description of the Assignment

The concept of PIFC is a part of the preparation of candidate and potential candidate countries (which includes all ReSPA Members and Kosovo*) under the Chapter 32 of the accession negotiation process. All governments of Western Balkan countries placed the central coordination structure for PIFC – Central Harmonization Units (CHUs) within the Ministries of Finances and these CHUs are confronted with similar or the same challenges. Therefore, ReSPA activities will enhance the regional cooperation and promote enhancement of reforms in the area of PIFC.

At the first meeting of PIFC working group (organized in ReSPA on 15-16 December 2016) the main needs for ReSPA activities devoted to support efforts on PIFC standards development in the region are discussed and recognised. The legal frameworks for two main components of PIFC - financial management and control (FMC) and internal audit (IA) are in place, but practical implementation of managerial accountability and risk management in all countries are difficult challenges. Also, principal challenge in ReSPA Members is improvement of the quality of IA work.

That is way, the particular emphasis of ReSPA's work in this area will be devoted to the revised internal audit standards³ that become effective as of 1st January 2017. Therefore, at 14-15 September 2017 ReSPA will in its premises organise important seminar on these new IA standards for broad number of participants – more than 10 Internal Auditors per country.

Another area of ReSPA activity is provision of additional knowledge and exchange of experiences in practical implementation of FMC, managerial accountability and risk management, and requirements of the revised IA standards. Strategic workshop on this topic for members of PIFC Working group will be organized on 7-8 June 2017 in ReSPA.

The conclusions from previously mentioned events, 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 in October 2017.

Also, following the recognised need to improve knowledge of the members of PAR Network, ReSPA will organize joint event of PIFC Working group and PAR Network devoted to Managerial accountability. This workshop will be organized in ReSPA premises on 29-30 November 2017. On this way ReSPA will respond on the recognised need for raising awareness of higher officials responsible for overall PAR in ReSPA Members on the topics related to public financial management - internal auditing and public finance and control.

³ International Professional Practices Framework named as "The Framework for Internal Audit Effectiveness", issued by the Institute of Internal Auditors (IIA) Global.

By means of these Terms of Reference (ToR), ReSPA is seeking for one expert in PIFC who would support ReSPA in organizing and implementing activities in area of PIFC.

Tasks and Responsibilities

The PIFC expert 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:

- a) Set up general plan of action (2-3 pages) ensuring continuity and sequencing of ReSPA activities;

Number of days: 3 days

- b) Support the meeting of PIFC Working group which will be held at ReSPA premises at 7-8 June, with the focus on managerial accountability and risk management Develop discussion paper and the agenda:

- Develop discussion paper and the agenda,
- Prepare and provide presentation (topic tbc),
- Provide support to event moderation (co-moderation),
- Prepare the report with recommendations and a plan for future activities for 2018.

Number of days for f): 5 days (3 for preparation and reporting, and 2 for implementation)

- c) Support activities and support moderation of the seminar in ReSPA on revised IA standards, planned of 14-15 September 2017:

- Develop discussion paper and the agenda,
- Prepare and provide presentation (topic tbc),
- Provide support to event moderation (co-moderation),
- Communicate in advance with the trainers,
- Prepare the report with an emphasis of role of RESPA in domain of PIFC and follow up activities.

Number of days for b): 6 days (3 for preparation, 2 for the implementation and 1 day for reporting)

- d) Support the joint meeting of PIFC working group and PAR Network devoted to Managerial accountability planned for 29-30 November 2017 in ReSPA.:

- Develop discussion paper and the agenda,
- Prepare and provide presentation (topic tbc),
- Provide support to event moderation (co-moderation),

- Prepare the report with recommendations and a plan for future activities for 2018.

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

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

Total number of days is 20.

Necessary Qualifications

The expert shall possess the following qualifications:

Educational background:

- University degree in economy, business, law, political science, social sciences or related field;
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General professional experience:

- Minimum 7 years of experience in dealing with public finance management and PIFC in EU context;
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Specific professional experience:

- Experience in drafting analytical papers, legislation, academic papers or policy documents related to Public Administration, Public Financial Management and European Integration reform processes;
- Excellent written and oral communication skills in English;
- Advanced computer literacy;
- Ability to work with people of different nationalities, religions and cultural backgrounds;

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

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).

Payment will be conducted in three instalments:

1. First installment after submitted plan of actions and the meeting of PIFC Working group on Managerial Accountability in ReSPA in June 2017;
2. Second installment after the seminar on revised IA standards in ReSPA at 14-15 September 2017;
3. Third - final installment after PIFC Working group meeting in ReSPA on 29-30 November 2017.

Note: in case the event is 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.

For the meetings held outside of ReSPA premises, ReSPA shall reimburse the international travel for one round trip and pay Per Diems, in line with the current EC Per Diem rates.

Reporting and Final Documentation

The expert will be requested to deliver the following documents:

- Three 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

Ms. Marija Orovic

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