

Procurement Notice

Assignment name:

Expert in innovations in Public administration

Reference Numbers: 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 to engage one expert to provide support in activities in the innovations in Public administration.

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 July – 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 professional experience in providing expert's assistance in the area innovations in Public Administrations.

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 **27 July 2017** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number 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 two installments, 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 **24 July 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 **26 July 2017**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

TERMS OF REFERENCE

Expert in innovations in Public administration

Introduction

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 Western Balkan 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. The current 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 is being 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 has identified a need for expert support for preparation and organisation of 10th RESPA Annual Conference. ReSPA is therefore seeking for an expert in innovation in PA from an EU country.

² * 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 the Assignment

As highlighted during the 2016 ReSPA Annual Conference, complex Western Balkan public administrations have already stepped deeply into the reform process, and have strategic plans in all identified areas of optimization process. The focus of optimization for the forthcoming period should be on quality in public administration and public services (e.g. education, health) provided. Optimization should be understood not as rightsizing issue, but as process improvement – it should include innovations in public administration systems, involving IT and outsourcing. The conference moto was: “Optimization is incremental change, transformation is deep change”.

Having in mind the complexity of the optimization process of public administration and the current situation in the specific areas of optimization process in individual Western Balkan countries, regional cooperation through the exchange of experience and joint efforts can significantly contribute in overcoming some of national challenges. ReSPA will be delighted to support the follow up activities believing that sector wide approach within our portfolio will enable more diversified activities in domains of public service delivery and quality in public administration. Therefore 10th RESPA Annual Conference will be devoted to “Improving Service Delivery in Public Administration by Innovation “.

“By means of these Terms of Reference (ToR), and in accordance with the events ‘provisional agenda, ReSPA requires expert assistance in the area of conference design and facilitation. The expert is expected to support the organization of the Conference with a special emphasis on: overall agenda design, presentation / facilitation of plenary sessions, support key note speech design, develop and implement a specific session involving interaction in a forum such as “World café”

Tasks and Responsibilities

The 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:

July 2017

- 1) Meeting (video conference call) with ReSPA Secretariat at the beginning of the assignment (exact date of the video conference call will be confirmed)
- 2) Propose a plan and guidelines (concrete steps) on how to realize all foreseen aspects of the assignment;

Number of days for 1) and 2): 2 days (1 day for the meeting and 1 day for plan and guidelines design)

July – October 2017

3) Support preparatory Conference activities. The support will be composed of:

- ✓ Conference design. The Consultant will recommend a conference format and flow in collaboration with the ReSPA Secretariat in particular with the ReSPA Conference organizing team. This will involve discussions with the ReSPA Secretariat and other engaged experts and speakers.
- ✓ Speakers, workshop leaders and panellists. The Consultant may make proposals to the Client for speakers, workshop leaders and panellists and, if workshops are included in the conference program, may also facilitate a workshop himself. Invitations to speakers, final selection of speakers and contractual arrangements will be the Client's responsibility.
- ✓ Conference Delivery. The Consultant will act as moderator within the conference. For this purpose, he will prepare brief interventions in matters of content – innovation – which is his area of expertise. He will also personally connect with all speakers and workshop leaders to ensure they are properly introduced.
- ✓ Café session. The Consultant will design, prepare and facilitate a two-hour café session. For this purpose, he will liaise with the ReSPA Secretariat (who will agree on the topics) i.e. with ReSPA Conference organizing team (who will undertake to set up facilities and logistics). ReSPA Secretariat may also agree to hire two professional graphic artists proposed by the Consultant to visually record the session's outcomes.
- ✓ Reporting. In particular designs report with suggestions for 10th RESPA Annual Conference and report with recommendations for the 11th ReSPA Annual Conference based on the identified topics during the Conference and the consultations with the audience and organizers (voting using Social media may be organized selecting the most desirable topic for the 11th ReSPA Annual Conference among the identified and the other engaged experts as well as Lead moderato/s will be consulted

Number of days for 3): up to 8 (4 days for preparation, 2 days for implementation and 2 days for reporting including production of the first Draft of 11th ReSPA Annual Conference Discussion paper and the agenda)

Total number of days is up to 10 days.

Necessary Qualifications

The Expert shall possess the following qualifications:

Educational background:

- University degree in communications/ public relations, social sciences or related field;

General professional experience:

- Minimum 10 years' experience in dealing with conference design and implementation including Conference management related to Public Administration Reform (PAR);

Specific professional experience:

- Substantial experience in private and public-sector innovation or quality management, including teaching at University level consulting and professional training;

Skills:

- Team work;
- Outstanding communication skills;
- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;

Timing and Location

ReSPA will provide overall technical and logistical support for participation of the Expert in 10th ReSPA Annual Conference. ReSPA reserves the right to change the scope, timing and location of the activity and will timely inform the expert.

- 1) The first meeting (video conference) will be realized in July 2017 (*the exact date will be defined*);
- 2) Preparatory Conference activities will be home based as well as reporting;
- 3) Take an active participation in 10th ReSPA Annual Conference on 12-13 October 2017 in Podgorica, Montenegro (timing and the place may be changes and the expert will be informed promptly);

Activity	Location	July	Aug.	Sept.	Oct.
1) Setting up draft plan with guidelines and video Conference with ReSPA	Home based	x	x	x	
2) Service Delivery Conference	Home based and MNE				12-13

Remunerations

The Expert shall submit the methodology and financial offer (expected gross fee per day). The payment will be done in two instalments, following the submission of the reports.

Type of service	Topic	Maximum number of working days
Activities	Preparatory activities and video Conference with ReSPA	2
	Preparation of the Conference, active participation in 10 th ReSPA Annual Conference and Reporting	8
TOTAL		10

Payment will be conducted in two instalments³:

1. First installment on conducting the first two activities: (1) video Conference with ReSPA and (2) submitted plan of actions with guidelines and
2. Second installment on conducting of 3) realizing preparation, participation in 10th ReSPA Annual Conference and submitting report with Draft Discussion paper and the provisional agenda of the 11th Annual ReSPA Conference;

In case of organisation of the event out of ReSPA Campus, ReSPA will provide per-diem 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 (economy class) for the Expert in relation to the event.

Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- Two reports*, submitted;
- 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

*Separate reports will include: 1st report is the Plan of actions with the guidelines and the 2nd report will encompass Draft Discussion paper and the provisional agenda of the 11th Annual ReSPA Conference;