

## Procurement Notice

**Assignment name: *Expert for delivering the presentations at the first module of ReSPA Academy on the evidence-based policymaking process***

**Reference Number: #22006**

### **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\* 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 for the membership of the European Union.

ReSPA establishes close co-operation with ministers, senior public servants and heads of function in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighborhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavor in Public Administration Reform, has contributed to capacity-building and networking activities through in-country support mechanisms, peering and the production of regional research material.

The European Commission (EC) provides directly managed funds for the support of the ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, three EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2018. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2021.

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There is one network – Programme Committee composed of the representatives of institutions in charge of PAR, Public Financial Management (PFM) and government policy planning and the European Integration (EI) co-ordination process and five Working groups: (1) Centre-of-Government Institutions; 2) Better Regulation; 3) Human Resource Management and Development; 4) E-Governance; and 5) Quality Management.

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 the area of policy making processes.

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 the period September-November 2022.

**1.5 NOTE: Please, clearly indicate in the Methodology that you shall submit, the entity with whom the contract would be concluded (in case your application will result successful), i.e. whether the contract would be concluded with:**

- the expert as a physical person;
- a company on behalf of the expert (the name of the company should be also provided).

**This cannot be changed in the procedure to follow.**

**In addition, you are kindly requested to fill and submit the following documents:**

- Legal Entity File (for individual expert) - [https://ec.europa.eu/info/sites/default/files/about\\_the\\_european\\_commission/eu\\_budget/legent\\_indiv\\_en.pdf](https://ec.europa.eu/info/sites/default/files/about_the_european_commission/eu_budget/legent_indiv_en.pdf)
- Legal Entity File (for private company) - [https://ec.europa.eu/info/sites/default/files/about\\_the\\_european\\_commission/eu\\_budget/legent\\_privcomp\\_en.pdf](https://ec.europa.eu/info/sites/default/files/about_the_european_commission/eu_budget/legent_privcomp_en.pdf)

**Please, also submit any supporting document required in these templates.**

## **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 general and specific professional experience, in line with ToR;
- Professional experience in the role of lecturer / presenter.

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](mailto:procurement@respaweb.eu) by **20 September 2022** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: Activity No 22006.**

Public servants from ReSPA Members and Kosovo\* are not eligible to apply.

#### **Selection 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](mailto:d.djuric@respaweb.eu), by **16 September 2022** (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](http://www.respaweb.eu)) by **19 September 2022**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



## **Terms of Reference**

### **Expert for delivering the presentations at The first module of ReSPA Academy on the evidence-based policymaking process**

#### **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\*<sup>1</sup> is a beneficiary. ReSPA's purpose is to help regional governments develop better public administration, public services, and overall governance systems for their citizens and businesses and prepare for membership in the European Union.

ReSPA establishes close cooperation with ministers, senior public servants, and heads of function in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighborhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavor in Public Administration Reform, has contributed to capacity-building and networking activities through in-country support mechanisms, peering, and the production of regional research material.

The European Commission (EC) provides directly managed funds to support the ReSPA activities (research, training, and networking programmes) in line with the EU accession process.

ReSPA works primarily through regional networks, which operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There is one network – Programme Committee, composed of the representatives of institutions in charge of PAR, Public Financial Management (PFM) and government policy planning, and the European Integration (EI) coordination process and five Working groups: (1) Centre-of-Government Institutions; 2) Better Regulation; 3) Human Resource Management and Development; 4) E-Governance; and 5) Quality Management.

Following developing a comprehensive Analytical paper on policy coordination in Western Balkans<sup>2</sup> in 2021, ReSPA developed six analytical studies on legal and institutional systems for

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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

<sup>2</sup>

<https://www.respaweb.eu/download/doc/Analytical+paper+on+policy+coordination.pdf/98f87a923de5e72d1492d83a5d244df6.pdf>

policy coordination, implementation practices and processes in each Western Balkan administration. These studies were discussed and promoted at the specific workshops on policy coordination issues organized by all ReSPA Members and Kosovo\*. To further improve the practice of policy coordination among ReSPA Members and Kosovo\*, ReSPA established a network of policy coordinators composed of the most relevant public servants and officials engaged in policy coordination processes. This network functions as the substructure of the Centre of Government Working group organized in ReSPA. The goal of establishing this network is to contribute to a more efficient implementation of public administration reforms in the region by networking the key officials responsible for policy coordination and exchanging their experiences, especially related to the coordination among PAR and PFM strategies. One of the first tasks of this network is connected to an in-depth analysis of the initiative for organizing the more extended ReSPA Academy for an evidence-based policymaking process.

At the network of policy coordinators meeting on 29-30 March 2022, the overarching Programme of the Academy was discussed and adopted. The realization model of the Academy and the Programme was developed based on good practices in the region and curricula in the field of public policy analysis studied at universities. The Academy's Program envisages at least five modules, while the first module will be organized in the autumn of 2022 and will serve as the pilot for all other modules.

Therefore, with this document, ReSPA is seeking one Expert to provide lectures and presentations and to lead the exercises during the first module of the Academy for the evidence-based policymaking process.

## Purpose

ReSPA is organizing the first module of Regional Academy on the evidence-based policymaking process in Novi Sad (Serbia) on 18-21 October 2022.

This activity aims to improve participants' knowledge and professional skills related to the evidence-based policymaking process and to provide them with the opportunity to network with colleagues from the region.

The goal of the Academy is to strengthen further the capacity of civil servants in the area of evidence-based planning and to deepen civil servants' knowledge about methods and tools that can make complex policy planning work more efficient. In addition, harmonizing approaches in policy planning throughout the Western Balkan region will ultimately mean a better understanding of the common problems, a better definition of solutions, and strong preparation for full EU integration.

## Objectives and Scope of the Assignment

The objectives of the first module of ReSPA Academy on the evidence-based policymaking process are:

- To provide the experts' analysis of the modern approaches in the development of the evidence-based policymaking process;
- To deepen the knowledge on using data in the planning of public policies (identify relevant sources, ways of applying data, their prioritization and synthesis, ways of presenting data and creating internal databases);

- To describe the key elements of the planning cycle and their significance and interrelationship;
- To understand the interdisciplinary approach in policy planning, as well as the place of planning documents in the broader process of public administration reform;
- To recognize, describe, and to some extent apply methodological tools in policy planning;
- To equip participants with concrete experience from Serbia with lessons learned on dealing with policy planning and the Law on policy planning in Serbia;
- To inform the participants on the specific model of institutional organization of coordination of the policymaking process and to derive common lessons from the various experiences;
- To build connections among participants for future regional cooperation.

This Academy will bring together representatives of governmental institutions, senior to mid-level professionals with experience in policy making, actively participating in the policy planning, from central government coordination institutions and line ministries. It is expected that the Academy will participate the civil servants who cover various positions in the public administration hierarchy (managers and management staff, as well as civil servants at lower levels of the organization).

## Tasks and Responsibilities

The Expert is expected to prepare for and actively participate in the first module of ReSPA Academy on the evidence-based policymaking process in particular:

- To provide opening remarks at the beginning of the Academy;
- To give the presentation on the specific topics defined in the Agenda (Public policy objectives, Policy analyses, and problem definition and communication, Situation analyses and methods like PESTLE, SWAT, Problem three, Impact indicators for public policies);
- To lead specific exercises during the implementation of the module;
- To provide closing remarks at the final session of the Academy;
- To prepare a report with recommendations for follow-up activities – to be submitted to ReSPA in English (up to 3 pages) after the ReSPA Academy.
- To liaise directly with the responsible ReSPA Programme Manager and consider instructions received beforehand. All the materials should be submitted to the responsible ReSPA Programme Manager for approval beforehand and, if necessary, all adjustments will be made in accordance with suggestions by ReSPA Programme Manager.

## Necessary Qualifications

### Educational background:

- Advanced degree in Public policies, European Studies, International Relations, Law, Economics, Political Science, or related field;

### General professional experience:

- Minimum 5 (five) years of professional experience in public administration, international organisations, universities, or research institutes;

### Specific professional experience:

- Minimum 3 years of experience in the field of policy development;

- Professional experience in similar capacity building-activities, especially in the role of lecturer/presenter;

**Skills:**

- Teamwork;
- Presentation skills;
- Training and moderation skills;
- Excellent written and oral communication skills in English;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

## **Time-frame, Level of Effort, and Location**

The main assignment is to be completed from October – November 2022. The Expert is expected to participate at the ReSPA Academy on the evidence-based policymaking process in Novi Sad, Serbia, which will be held from 18-21 October 2022.

The Level of Effort (LoE) is estimated at 10 (ten) working days.

## **Remunerations**

The assignment foresees 10 (ten) expert days. The daily fee shall be determined based on the expert's experience within the maximum rate allocated for this activity and following the profiling performed in accordance with ReSPA rules. The payment will be made in one instalment, following the submission of the final report and necessary documents.

**Note:** No other costs will be covered apart from the expert cost per day. The expert cost per day comprises of expert's fee per day and a lump sum for covering related costs including travel, accommodation, local transport, meals, and other incidentals.

## **Reporting and Final Documentation**

The Expert will be requested to deliver the following documents:

- *The Final report* in English, no later than three days after completing the assignment. The report will be subject to approval of the ReSPA as a contracting authority;
- Timesheet (original and signed);
- Invoice (original and signed).