

# Procurement Notice

*Assignment name:* **Expert for strengthening ILIAS e-learning platform in Montenegro**

*Reference Number:* **#22923**

## **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 Strategic Planning.

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 October-December 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 **21 October 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 22923.**

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 **11 October 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 **13 October 2022**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



## **Terms of Reference**

### **Expert for strengthening ILIAS e-learning platform in Montenegro**

#### **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, Montenegro, North Macedonia, and Serbia, while Kosovo\*<sup>1</sup> 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 membership of the European Union.

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The “In-country support mechanism” is ReSPA instrument that enables ReSPA Members to apply for related expertise support. In the framework of the latter-mentioned instrument, ReSPA is looking for an Expert to strengthen ILIAS e-learning platform for the Ministry of Public Administration of Montenegro.

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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 the assignment

The Ministry of Public Administration (MPA) adopted the Public Administration Reform Strategy 2022-2026 (PAR Strategy) in December 2021. The PAR Strategy 2022-2026 focuses on establishing standards at all levels of public administration, including policy making and implementation, quality service delivery, digitalization, human resource management, and civil service system. PAR Strategy is a starting point for creating services in conformity with the once-only principle and using new technologies to ensure a quick, easy and safe way for citizens and businesses to receive those services. Moreover, one of its strategic goals is to enhance the profiles of staff employed in public administration through capacity building, coaching, and professional development that will provide quick, optimal, and efficient services to all users.

In 2021 the MPA and Human Resource Management Authority (HRMA)<sup>2</sup> signed the Declaration on cooperation with the German Federal Ministry of Economic Affairs and Energy with the overall purpose of establishing ILIAS e-learning platform. Strengthening public administration is one of the main challenges in Montenegro's accession to the European Union. Therefore, it is necessary to constantly invest in human capacities and pave the way for digital education. It is planned with this e-learning platform to expand and digitalize learning methods and tools, thus enabling public servants to choose topics they want to learn and skills they want to develop, providing them with constant improvement in their careers. The platform represents a strong impulse for civil servants' professional development.

**Currently, ILIAS platform is installed, but with no content material.** As part of the signed Declaration, the project team from Germany is providing training and methods to selected trainers (4 persons) on how to develop the content on the platform, how to use it more efficiently, and presenting all modules and functionalities of the platform. HRMA manages the technical services of ILIAS and will be responsible for its further development.

Within the Annual working plan for 2022 of HRMA, further improvements to ILIAS e-learning platform have been identified. As one of the goals of the plan: *Public administration – Attractive employer*, HRMA planned *Activity 9: Developing and improving digital format training on the ILIAS platform*.

Further improvements of the ILIAS platform are also identified within PAR Strategy under Strategic objective 3 (Activities 3.1.11. and 3.1.12) - *Establishing ILIAS platform for online learning with training programme: ILIAS platform for online training established at HRMA and a Minimum of three training programs developed at the online platform for training*.

The crucial task for the MPA is to develop new content, material, presentations, video material, and online lectures for different priority areas (in given standards of the platform), and those to be published and available on the platform for all employees in public administration

This will be reached, among others, through developing two e-learning courses on ILIAS platform. With the ILIAS platform as the main e-learning tool for civil servants and state employees, two e-learning modules will be developed in their full content according to the standards of this platform.

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<sup>2</sup> HRMA is established in 2004, by the Decree on the organisation and manner of work of state administration bodies, as a central body for personnel management. Its main purpose is to support public administration reform, guided by the basic principles covered by the Public Administration Reform Strategy. MPA monitors the work of the HRMA.

- The first training module will refer to the topic PAR Reform, including the reforming priorities starting from 2011 until today, up to the current PAR Strategy 2022-2026. Online module on public administration reform will be developed for all civil servants at both central and local levels, given the fact that current but also previous strategies are tackling both government levels.
- The second training will focus on Sector Budget Support (SBS), as the modality used under IPA III in supporting both PAR and PFM reforms. To better prepare beneficiaries of the SBS, this e-learning module will be developed and installed at ILIAS, easy to be reached by all interested employees and future users of SBS.

For both modules, separately, the following content will be developed according to the ILIAS platform standards:

- Video presentation of the training,
- PPT presentations for training,
- Docs file with all necessary content for the training (with all learning material),
- Additional materials (functional and interlinked with the topic of the training session).

Given the current momentum of the prioritization of public administration reform process in the Government of Montenegro and the programming of IPA III, training sessions will be organized for relevant beneficiaries and identified institutions implementing PAR and PFM Strategy. Two one-day training sessions will be organized on the topic of Sector Budget support, and one-day capacity building will be organized on the Public administration reform (detailed topic under PAR to be agreed with the MPA).

In the framework of the latter-mentioned type of activity, ReSPA is looking for an Expert for strengthening the ILIAS e-learning platform.

## Tasks and Responsibilities

The main tasks of the engaged expert will be:

- To prepare material for the capacity building training on PAR process;
- To deliver training on PAR process and priorities;
- To develop and post e-learning course on PAR process at ILIAS platform;
- To prepare material for the capacity building training on SBS mechanism;
- To deliver the first training on SBS,
- To prepare material for the second capacity building training on SBS mechanism;
- To deliver second training on SBS;
- To develop and post e-learning course on SBS mechanism;
- To prepare the final report.

The expert shall liaise directly with the MPA and HRMA. The engaged expert shall also liaise with the ReSPA Programme Manager in charge of the assignment and will consider the instructions received beforehand.

## Necessary Qualifications

The expert shall possess the following qualifications:

### Educational background

- University degree in Public Administration, Economics, Political Science, or any other relevant academic discipline;
- Postgraduate degree will be considered an asset.

### General professional experience

- At least 5 years of professional experience working in the area of public administration

### Specific professional experience

- At least 2 years of professional experience in the area of strategic planning and monitoring
- At least 2 years of experience in capacity building
- Good knowledge of public administration monitoring and reporting
- Good understanding of PAR process, including PAR Strategy 2022-2026
- Good understanding of Sector Budget Support mechanism
- Knowledge on the functionalities of ILIAS platform
- Experience in drafting analytical papers or other country inputs related to the area of expertise
- Knowledge in EU support in PAR area

### Skills

- Ability to write clear and coherent documents
- Excellent written and oral communication skills in English
- Project development skills
- Team work

## Time-frame, level of Effort

The assignment will take place from October 2022 till December 2022.

The Level of Effort is estimated at twenty-one (21) working days, as follows: fourteen (14) days - developing and posting e-learning courses; six (6) days – preparation and delivering of three training activities; and one (1) day for reporting.

## Remunerations

The assignment foresees engagement of 21 expert-days, as detailed above. The daily fee per expert day will be defined in accordance with ReSPA expert selection procedure, based on assessed and evaluated expert capacities. The payment will be made in one instalment.

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 which include, travel, accommodation, local transport, meals and other incidentals.

## Reporting and Final Documentation

For the purpose of reporting, the expert will be requested to deliver the following documents:

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