



Terms of Reference

Lead Expert in Regulatory Impact Assessment for lecturing at the fifth module of ReSPA Academy on the evidence- based policymaking process

Introduction

The Regional Academy on the evidence-informed policymaking process is ReSPA's initiative aimed at enhancing the efficiency and effectiveness of policymaking in Western Balkan public administrations. The Academy prioritizes strengthening cooperation with national governmental authorities and academic communities, increasing the involvement of national host institutions, and offering extended, comprehensive learning programs. It also emphasizes providing opportunities for highly participatory engagement from attendees representing national institutions.

The primary goal of the Academy is to further enhance the capacity of civil servants in evidence-informed policymaking and to deepen their knowledge of methods and tools that increase the efficiency of complex policy planning. Additionally, harmonizing policy planning approaches across the Western Balkan region will facilitate a better understanding of common problems, more precise solution definitions, and rigorous preparation of ReSPA Members for full EU integration. The Academy aims to improve participants' knowledge and professional skills related to the evidence-informed policymaking process and provides opportunities for networking with colleagues from the region.

ReSPA organized the first module "Introduction to Policymaking" from October 18-21, 2022, in Novi Sad, Serbia. This module bridged theory and practice, covering key elements and stages of the policy cycle, from agenda setting and formulation to decision-making, implementation, monitoring, evaluation, and policy learning. The second module, held from June 5-8, 2023 in Bar, Montenegro, focused on monitoring and evaluating public policies. Both modules were conducted in collaboration with national academic and governmental institutions. The first module introduced the policy cycle and policymaking process, while the second concentrated on policy monitoring and evaluation.

The third module, "Policy and Budget," took place from April 2-5, 2024, in Mostar, Bosnia and Herzegovina. It aimed to deepen participants' understanding of the connections between policy and budget planning, highlight the significance of financial planning for policy implementation, and provide practical tools for costing and budgeting policy documents. This module also featured

case studies from Bosnia and Herzegovina and explored various budgeting approaches, including gender budgeting.

The fourth module "Policy Making in a Digital World" was organised in Ohrid, North Macedonia from 24 – 26 September 2024. The focus was on leveraging digital tools and platforms to enhance data-driven policymaking, citizen engagement, and effective policy implementation and monitoring. It also provided practical examples of the usage of digital tools in public policy development and coordination in North Macedonia, the Western Balkans, and EU Member States.

Following the successful realization of the first four modules, ReSPA is organizing the fifth one, focusing on the Regulatory Impact Assessment (RIA), a cornerstone for transparent, efficient, and EU-aligned policymaking. The fifth module of the Regional Academy on evidence-informed policymaking will be held in Tirana, Albania, from 4-6 November 2025.

Purpose

The purpose of this assignment is to engage a Lead Expert in Regulatory Impact Assessment (RIA) to support the design and delivery of the fifth module of the Regional Academy on evidence-informed policymaking, which will be held in Tirana, Albania, from 4-6 November 2025. The Expert will ensure high-quality, practice-oriented learning, foster regional exchange, and leave participants equipped with the tools and confidence to conduct RIA in their home administrations..

Objectives and Scope of the Assignment

The concrete objectives of the fifth module, "Regulatory Impact Assessment for Effective Policymaking," are:

- Introduce the RIA framework in the Western Balkans and EU Member States and its role in evidence-based policymaking and EU integration.
- Provide hands-on experience in developing RIA.
- Foster peer learning and create a network of RIA practitioners across the region.

This module of the Academy will again bring together representatives of governmental institutions, mid to senior-level professionals with experience in policymaking, actively participating in policy planning, government coordination institutions, and line ministries

Tasks and Responsibilities

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

- Draft a realistic policy proposal (sample document) to be distributed one month before the Academy. . Based on the standardized template provided in ReSPA's RIA Practical Package, develop an RIA template for use during practical exercises.
- Produce training materials and handouts, and moderate all practical group exercises over two days.
- Formulate actionable recommendations for ReSPA follow-up activities, including peer

- consultations and an e-learning module outline.
- Submit a short post-module report summarizing main outcomes, participant feedback, challenges, and proposed next steps.
- 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 Policy, Economics, Law, Regulatory Affairs, or related field;

General professional experience:

- Minimum 10 years of professional experience in policy development and coordination, Regulatory Impact Assessment, better regulation, or regulatory policy design;

Specific professional experience:

- Minimum 5 (five) years of experience in the field of capacity building related to RIA;
- Strong knowledge of EU RIA practices and SIGMA's regulatory governance principles;

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 August - October 2025. The Expert is expected to participate at the ReSPA Academy on the evidence-based policymaking process in Tirana, Albania, from 4-6 November 2025.

The Level of Effort is estimated at 8 (eight) expert days.

Remunerations

The maximum amount of funds allocated for this assignment is 4,000 EUR for a total of up to 8 expert days. However, the daily fee per working day will be defined following ReSPA expert selection procedure based on assessed and evaluated expert capacities. The payment will be made in one installment upon finalization of the assignment.

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:

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