

Procurement Notice

Assignment name:

Expert for development of analysis of economic and social consequences of the Covid-19 pandemic in Western Balkan countries

Reference Number: #20019

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 that 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 development of analysis of economic and social consequences of the Covid-19 pandemic in Western Balkan countries.

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 May-October 2020.

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 capacity, even if they expect their employers to sign a contract with ReSPA. In such a case, the applicant shall notify ReSPA in the application of 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 general and specific professional experience, in line with ToR;
- Professional experience in similar activities, especially in the role of researcher/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 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 **18 May 2020** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: activity No 20019.**

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 of the outcome of the procurement procedure.

5.4 Should you need any further clarification concerning this procurement notice, please contact Mr. Dragan Djuric, Programme Manager-Coordinator via e-mail: d.djuric@respaweb.eu, by **05 May 2020** (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 **07 May 2020**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

Terms of Reference

Request for Services

Expert for development of analysis of economic and social consequences of the Covid-19 pandemic in Western Balkan countries

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, North Macedonia, Montenegro, and Serbia, while Kosovo*¹ is a beneficiary. ReSPA's purpose is to help governments in the region develop and anchor solid and better public administration, public services, and overall governance systems for their citizens and businesses, and prepare for the membership of the European Union.

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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 (2019-2022) supports the implementation of the activities required for contribution to the achievement of the three strategic objectives (*Specific objective 1: Improved implementation of PAR and PFM Strategies in the Western Balkans, Specific objective 2: Improved professionalization and depoliticization of the Senior Civil Service and Specific objective 3: Improved quality of public services*).

ReSPA works primarily through regional networks that 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

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

Development; 4) E-Governance; and 5) Quality Management.

1. Context and description of the assignment

In late December 2019, a cluster of unexplained pneumonia cases has been reported in Wuhan, China. A few days later, the causative agent of this mysterious pneumonia was identified as a novel coronavirus. This causative virus has been temporarily named as severe acute respiratory syndrome coronavirus 2, and the relevant infected disease has been named as coronavirus disease 2019 (COVID-19) by the World Health Organization (WHO), respectively. With incredible speed, the health crisis has grown into a deep economic crisis that has spread across the world.

No health system in the globe is capable of stopping the virus. The epidemic centre initiated in China, and after four weeks, other epicentres have been identified, such as Japan, Iran, Italy, Spain, Germany, United Kingdom, United States, and throughout the globe. The uncertainty about the emergence of new cases and locations is not silent. The WHO has announced an international health concern.

The Covid-19 pandemic has an enormous global impact on political and social life in modern societies. The pandemic influences various responses on political level caused new questioning on state sovereignty and opened many consequences for human rights and democracy.

One of the main repercussions of the pandemic is related to economic aspects. A number of researches from last months ago indicate that the global economy is expected to experience its worst recession since the Great Depression. The ILO's predicted rise in unemployment of up to 25 million in 2020. The crisis is expected to hit workers in low- and middle-income countries particularly hard. The crisis will have a broad impact on the implementation of the 2030 Agenda for Sustainable Development. The COVID-19 pandemic is expected to negatively influence almost all SDGs.

The global economy is projected to contract sharply by -3% in 2020 as a result of the COVID-19 pandemic, a much worse contraction than during the 2008–09 financial crisis (IMF, WEO, April 2020). For the SEE region, IMF projections for GDP real growth rates decrease are from 3% for Serbia, -4% for North Macedonia, -5% for Albania, Bosnia and Herzegovina, and Kosovo*, to -9% for Montenegro and Croatia. IMF projection for the EU is -7,1% GDP decrease in 2019. Projections for 2021 are explained as a period of gradual recovery. The full extent of the impact is difficult to quantify, given the evolving nature of the pandemic, but job losses and an increase in poverty are expected.

This year the global economy will likely experience its worst recession since the Great Depression, surpassing that seen during the global financial crisis a decade ago. The Great Lockdown, as one might call it, is projected to shrink global growth dramatically. A partial recovery is projected for 2021, with above trend growth rates, but the level of GDP will remain below the pre-virus trend, with considerable uncertainty about the strength of the rebound.

The coronavirus pandemic is changing the world, and also the ways of governments responses on socioeconomic challenges. The significant decline in GDP growth is something on all economies are preparing now. Therefore, almost all governments in developed and developing countries have deployed some type of policy response to mitigate the negative economic effects of the pandemic. This crisis will need to be dealt with in two phases: a phase of containment and stabilization followed by the recovery phase. In both phases, public health and economic policies have crucial roles to play. Each country is facing economic consequences. Policymakers are trying to identify concrete measures to counter such an outbreak.

Therefore, with this document ReSPA is seeking for one expert to prepare analyses of the economic consequences of the COVID-19 pandemic on Western Balkan countries and the first mitigation actions that governments are preparing and implementing,

2. Tasks and responsibilities

The Expert shall perform the following tasks and responsibilities:

- To conduct a comprehensive desk research of the relevant documentation and literature on economic consequences of COVID-19 pandemic on economies in Western Balkan, and on the first governments' mitigation measures and produce an analytical document.
- To prepare and deliver the presentation of the research at High-level Ministerial Dialogue which is planned to be organised in Zagreb (Croatia) on 8 September 2020.
- To participate in the discussion after the presentation;
- To prepare a report with recommendations for follow up activities – to be submitted to ReSPA in the English language, after the High-level Dialogue.

The engaged expert will liaise directly with the responsible ReSPA Programme Manager and take into consideration 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 done in accordance with suggestions by ReSPA Programme Manager.

The total number of days for these tasks is up to twelve (12) working days.

4. Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- Advanced degree in Economics, Political Science or related field;

General professional experience:

- Minimum 10 years of professional experience in universities or research institutes, public administration, or international organisations;

Specific professional experience:

- Professional experience in similar activities, especially in the role of researcher/presenter;

Skills:

- Teamwork;
- Excellent analytical skills;
- High presentation 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.

5. Timing and Location

The assignment foresees work from home and one mission. The assignment will start in **May 2020, until October 2020.**

The Expert is expected to participate at the at High-level Ministerial Dialogue which is planned to be organised in Zagreb (Croatia) on 8 September 2020

6. Remunerations

The assignment foresees up to twelve (12) working days for the Expert.

Activity	Max. No. of working days
Preparatory (researching) activities	10
Presentation of the analysis	1
Reporting activity	1
TOTAL:	12

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 done in one installment, following the submission of the final report and necessary documents.

ReSPA reserves the right to change the timing and volume of the assignment and will timely inform the assigned expert if such changes occur.

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.

7. Reporting and Final Documentation

The Expert will be requested to deliver the following documents before the payment is conducted:

- *The final report* in English, no later than three days after the completion of 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).

The abovementioned documentation shall be delivered to the following contact person and address:

Mr. Marija Orovic, Programme Assistant
Regional School of Public Administration - ReSPA
PO BOX 31, 81410 Danilovgrad, Montenegro
m.orovic@respaweb.eu