

Procurement Notice

Assignment name:

Expert in European Integration for delivering the lectures at ReSPA Seasonal School on European Integration 2020

Reference Number: EXPERT 2; #20021

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) 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.

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 European Integration.

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 October-November 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 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 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 by **14 October 2020** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: EXPERT 1, activity No 20021.**

Public servants from ReSPA Members and Kosovo*¹ 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, by **12 October 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 **13 October 2020**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

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

Terms of Reference

Expert in European Integration

for delivering the lectures at

ReSPA Seasonal School on European Integration 2020

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* 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.

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Following consultations and expressed interest of the ReSPA Members, it has been decided that ReSPA should continue with organization of activities which contribute towards European Integration efforts in the Western Balkan region. One of these traditional activities is ReSPA Seasonal School on European Integration.

Purpose

The purpose of this activity is to improve knowledge and professional skills of participants working on EU affairs related to the EU Accession Negotiations process, and to provide them with opportunity to network with colleagues from the region.

The Seasonal School will be organised online (via Zoom platform) from 26 to 20 October 2020.

Objectives and Scope of the Assignment

The objectives of the ReSPA Summer School on Accession Negotiations:

- To improve and update knowledge and understanding of the EU;
- To provide the experts analysis of new methodology of EU accession negotiations;
- To deepen the knowledge on accession negotiation process and negotiation technics, and understanding of the issues covered by particular negotiation Chapters, to learn from concrete experience of Montenegro and Serbia;
- To equipped participants with concrete experience form Montenegro and Serbia with lessons learned on dealing with opening and closing benchmarks related to particular chapters;
- To provide better inside on new EU Financial Framework for period 2021-2027, and the future Instrument for Pre-accession Assistance;
- To inform the participants on the various models of institutional organization of coordination of the European Integration and EU accession negotiations within countries of the region, and to derive common lessons from the various experiences;
- To build connections among participants for future regional cooperation, in light of fact that the improvement of the regional cooperation is fundamental to the accession process of the regional aspirants for EU membership.

Seasonal Schools' expected outcomes

In result, the participants:

- Will have profound understanding of the processes of change in the enlargement policy of the European Union and their implications on accession negotiations;
- Will grasp the rationale and identify the details about the experiences in Montenegro and Serbia regarding the concepts, concrete steps, political, organizational and logistical aspects of the negotiations in particular negotiation chapters, which will facilitate their daily work;
- Will gain an outlook on the possible challenges, and learn from the negotiation experiences of neighbouring countries;
- Through discussion on the common problems, they will gain various perspectives on the similar situations.

The main participants of the Seasonal School are representatives of governmental institutions from Albania and North Macedonia, senior to mid-level professionals who will have role in future accession negotiation processes. Also, it is expected that participants from relevant institutions of Bosnia and Herzegovina participate in the Seasonal School. The participants from Montenegro and Serbia will take active role in presenting their experiences.

In order to implement this activity, ReSPA shall contract one expert in field of European Integration.

Tasks and Responsibilities

The Expert is expected to perform the following tasks:

To prepare for and actively participate at the ReSPA Summer School on European Integration, and in particular:

- To provide practical description of Accession negotiations: step-by-step, with explanation of the Analytical examination of the acquis: the screening process;
- To present Actors, tools and instruments in accession negotiations;
- To present technical aspects of the negotiations chapter by chapter;
- To provide political aspects of the negotiations at the intergovernmental Accession Conferences
- To prepare a report with recommendations for follow up activities – to be submitted to ReSPA in English language (up to 3 pages), after the Summer School.

To 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.

Necessary Qualifications

Educational background:

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

General professional experience:

- Minimum 10 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 European affairs, legal harmonization of the national legislation with the EU acquis or EU accession negotiations;
- Professional experience in similar capacity building activities, especially in the role of lecturer / presenter;

Skills:

- Team work;
- 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 between 26 and 30 October 2020. The Level of Effort (LoE) is estimated at 6 (six) working days, as follows:

- 3 (three) days for preparation of the presentations for the Seasonal School;
- 2 (two) days for the presentations at the Seasonal School;
- 1 (one) day for follow-up activities and preparation of the report for ReSPA.

Remunerations

The Assignment foresees 6 (six) expert days. The daily fee shall be determined based on the expert's experience within maximum rate allocated for this activity and following the profiling performed in accordance with ReSPA rules. The payment will be done 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 which include, travel, accommodation, local transport, meals and other incidentals.

Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- *Final report* in English, no later than three 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).

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