

## PROCUREMENT NOTICE

**Assignment Name: *Independent Recruitment Experts (2) in the Selection Committee for the recruitment for the position of Programme Manager at ReSPA***

### **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 and observer. ReSPA's purpose is to help governments in the Western Balkan region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes, comparative studies, and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how. The ReSPA activities are grouped in three pillars: European Integration, Public Administration Reform and Governance for Growth.

The Secretariat of ReSPA is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage independent recruitment expert to participate in the work of the Selection committee for the recruitment for the position of ReSPA Programme Manager. A detailed description of the assignment is provided in the Terms of Reference attached to this Procurement Notice. Interested qualified individual experts are invited to apply to this post in order to be considered through a competitive procedure for the assignment.

The Selection committee for the recruitment for the position ReSPA Programme Manager consists of two representatives of the Secretariat of ReSPA and two independent recruitment experts. ReSPA will engage two independent recruitment experts to be members of the Selection committee.

1.3 Objective and purpose of the assignment are:

The objective of this assignment is to participate in the work of the Selection committee for the position of Programme Manager in the capacity of independent recruitment expert. The assignment will be performed in accordance with rules of ReSPA (Staff Regulations) and according to the ReSPA competency framework for the position of Programme Manager.

1.4 Expected deliverables of the work are: as per Terms of Reference.

1.5 Tentative timeframe: the assignment is expected to be performed during June and July 2020.

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\* 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

1.6 Budget: The contracted expert will be remunerated in the amount of expert fee calculated on the basis of expert days envisaged for this assignment. The concrete fee for the selected expert will be determined based on the applicant's experience and within the budgeted maximum for this assignment. Besides the expert's fee, no further payments are envisaged. 1.7 **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 consultant 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 abovementioned qualifications and competencies of the applicant, her/his general track record and previous specific experience in similar assignments (competency based recruitment). The applicants should particularly state in their CVs:

- Length of experience in human resource management,
- Interviewing experience in the EU institutions or/and institutions of the EU Member States,
- Length of experience in competency based recruitment for positions in public administration or international organisations,
- Length of experience in the design of assessment centre tests and exercises.

2.3 The required qualifications and experience and other competencies: as per Terms of Reference

## **Section 3. Submission of CVs and supporting documentation**

3.1 The candidates are invited to submit the following documentation:

- **Proposal:**
  - Explaining their experience in the competence based recruitment in the EU institutions or/and institutions of the EU Member States,
- **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 of referee, email address and phone number) which would 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 17 June 2020 before 17H00.**

**Late submissions will not be considered for evaluation.**

## **Section 4. Evaluation of CVs**

4.1 The CVs will be evaluated against the above mentioned required qualifications and competencies.

4.2 The applicants 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 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 ReSPA can 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: ReSPA procurement team via email: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) .**

Any request for clarification must be sent by standard electronic communication to the above email address.

## **TERMS OF REFERENCE**

### **for engagement of Independent recruitment expert for the position of Programme Manager**

#### **I - 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, Montenegro, North Macedonia and Serbia. ReSPA's purpose is to help governments in the Western Balkan region develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare them for membership in the European Union (EU).

The functioning of ReSPA, as an international organisation, is defined by the Agreement Establishing the Regional School of Public Administration (ReSPA) signed in 2008. In order to respond to its mission, ReSPA has adopted recognized standards in the recruitment of its staff and therefore seeks to engage independent recruitment experts, experienced in the competency based recruitment.

#### **II - Description of the Assignment**

The objective of this assignment is to participate in the work of the Selection Committee in the capacity of independent recruitment expert in the Selection Committee for the position of a Programme Manager. The assignment will be performed in accordance with rules in ReSPA and according to the current ReSPA competency framework (Staff Regulations of ReSPA and annexes thereto – Annex I defining the Organisational Structure and Role profiles with the ReSPA Core competences and Annex IV laying down Recruitment and Selection Rules for ReSPA International Staff).

The independent recruitment expert will perform the task within the Selection committee which is composed of four members: two independent recruitment experts and two representatives of the Secretariat of ReSPA. Upon completion of the task, the Selection Committee will submit the report to the ReSPA Director with recommendations for appointment to the positions in question.

The Selection Committee will be supported administratively and logistically by its Secretary appointed from the ReSPA employees.

#### **III - Tasks and Responsibilities**

The independent recruitment expert will perform the following tasks and responsibilities:

1. Read and absorb the requirements for the role profile of Programme Manager as defined in the Staff Regulations, including the competencies required for the position and familiarise with the ReSPA mission and organisational structures;
2. Familiarise with the recruitment and selection procedure defined in the applicable Annex to the Staff Regulations of ReSPA;
3. Read and absorb the ReSPA competency framework applicable to the position of Programme Manager, and other relevant requirements defined in the Staff Regulations;
4. Review applications against job profile and relevant competencies;

5. Participate in the short-listing of candidates and prepare, in cooperation with other members of the Selection Committee, evaluation grids for short-listing based on criteria envisaged in the role profile of Programme Manager and evaluate applications;  
Prepare, in cooperation with other members of the Selection Committee, the assessment centre consisting of:
  - i. integrity questionnaire;
  - ii. personality questionnaire;
  - iii. cognitive ability test;
  - iv. behavioral simulation(s);
  - v. competency based interview;
  - vi. technical written test;
  - vii. technical expert interview;and define the evaluation grids for each phase, the testing criteria, the tests and exercises and the structure of the competency based and the technical expert interviews, which are suitable for the position of Programme Manager.
6. Participate in the assessment centre and evaluate candidates in accordance with competencies envisaged in the role profile of Programme Manager;
7. Participate in the preparation of the Selection Committee report;
8. Submit the expert's individual report on assignment to ReSPA upon the completion of the assignment.

#### **IV - Necessary Requirements, Qualifications and Experience**

The Independent Recruitment Expert should not be national of the Members of ReSPA;

The Independent Recruitment Expert should have the following educational background and professional experience:

##### **1. Qualification and skills:**

- University degree in Human Resource Management; Business/Public Administration, Law, Social Sciences, Organisation Behaviour or Psychology or related studies;
- Excellent written and verbal communication skills in the English language;
- Excellent interpersonal skills.

##### **2. General professional experience:**

- At least 5 years' experience in human resource management;
- Interviewing experience in recruitment process.

##### **3. Specific professional experience:**

- At least five years of experience in competency based recruitment in the EU Member States, either in private or public sector, EU Institutions or international organisations;
- Experience in the design of assessment centre tests and exercises.

## **V - Other competencies:**

Besides the necessary qualifications and experience, the independent recruitment expert is expected to have the following skills:

- Excellent organizational and time management skills.
- Strong interpersonal skills, ability to work on own initiative and work as part of the team.
- Excellent written and English communication skills with demonstrated ability to assess complex situations and to succinctly and clearly distil critical issues.
- Ability to communicate in person and writing with a wide range of stakeholders, and ability to work collaboratively on-line and via e-mail.

## **VI - Timing and Location of Performance**

The assignment will be performed during June, July and August 2020. The precise timeline will be agreed by the Selection Committee members.

The base of performance will be the Independent expert's own location and ReSPA headquarters in Montenegro, where the assessment centre should take place.

## **VII - Remunerations**

The level of effort for this assignment is up to 5 expert days. The contracted expert will be remunerated in the amount of expert fee calculated on the basis of expert days envisaged for this assignment. The concrete fee for the selected expert will be determined based on the applicant's experience and within the budgeted maximum for this assignment. Besides the expert's fee, no further payments are envisaged.

The payment will be effectuated in one instalment after the completion of assignment and following the approval by ReSPA of submitted deliverables and the final report.

## **VIII - Reporting and Final Documentation**

The Independent recruitment expert will be requested to deliver the following documents before the payment is conducted:

- Final report on the performed assignment upon the completion of the recruitment process and documents as stated in the section on tasks and responsibilities;
- Invoice and time sheet, original and signed, with supporting documentation.

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

Ms. Ivana Bajo

Personal Assistant to the Director of ReSPA

Regional School of Public Administration - ReSPA

PO BOX 31, 81410 Danilovgrad, Montenegro

[i.bajo@respaweb.eu](mailto:i.bajo@respaweb.eu)

