

Procurement Notice

Assignment name: PA Awards Applications Assessor – Senior Expert in Quality Management

Activity number: 20035 Advance Phase of PA Awards Ceremony Design and Event Execution

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, Montenegro, North Macedonia 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 them for membership in the European Union (EU). The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

ReSPA and OECD-SIGMA jointly organize the Public Administration Awards in the Western Balkans with the aim to identify, recognize, and reward efforts that advance, promote and anchor effective, efficient, transparent, accountable, innovative and citizen-centered public governance, administration and services in Western Balkan countries. This is crucial for the stability, the sustainable development and the resilience of the countries in the region. They are also fundamental paths and enablers for the European Union membership.

ReSPA is celebrating the 10th Anniversary during November 2020, together with its employees, partners institutions, prominent expert and many others who have been building this successful story in the last 10 years.

These important milestones will be promoted simultaneously, thus the visual and marketing material should be developed consequently. For these important milestones should be developed visual identity and marketing material.

ReSPA operates through the Secretariat which its 15 staff members from the Western Balkan region and is located in Danilovgrad, Montenegro.

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application:

The CVs (maximum 3 pages, Ariel 11) 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:

- ✓ General professional experience;
- ✓ Specific professional experience, in line with ToR.

2.3 The required qualifications 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 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 **26 August 2020** before 3 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: 20035 PA Awards Applications Assessor – Senior Expert in Quality Management**

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, as explained in the Terms of Reference, 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 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. Goran Pastrovic, ReSPA Programme Manager via e-mail: g.pastrovic@respaweb.eu, by **21 August 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 **25 August 2020**.

Terms of Reference

Request for Services

PA Awards Applications Assessor – Senior Expert in Quality Management

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, 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 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 and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how. The European Commission (EC) provides funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

ReSPA and OECD-SIGMA jointly organize the Public Administration Awards in the Western Balkans with the aim to identify, recognize, and reward efforts that advance, promote and anchor effective, efficient, transparent, accountable, innovative and citizen-centered public governance, administration and services in Western Balkan countries. This is crucial for the stability, the sustainable development and the resilience of the countries in the region. They are also fundamental paths and enablers for the European Union membership.

In the light of the global pandemic, the PA Awards ceremony is expected to be tentatively executed in November 2020 with the main focus on adaptability of government in extraordinary situations (pandemic COVID-19). Such a decision is a consequence of many online consultative meetings held in the previous months between ReSPA and SIGMA. For purpose of conducting independent assessment of the received applications, there is a need to assign PA Awards Applications Assessors.

Tasks and Responsibilities

In close collaboration with the PA Award Committee, composed of ReSPA and SIGMA/OECD representatives, the selected Assessor will be responsible for the following tasks:

Preparatory activities – August 2020 (TBC) up to two (2) working days

- 1) Getting familiar with PA Award Methodology and Technical Realization document, Guideline for Assessors and Jury members, as well as background information on ReSPA and SIGMA/OECD organizations (1 working day)

- 2) Online consultations with PA Award Committee including introductory video call with all assessors and award secretariat (*Explaining the methodology, process and platform functionality to the assessors.* (1 working day)

Implementation of the assessment process – September 2020 up to six (8) working days

- 3) Screening of the applications (up to 15 applications), overview of all applications in particularly from the perspective of quality management in public administration and public services (1 working days)
- 4) After the administrative check conducted by PA Awards Secretariat, the Interview Phase will be realized just in the case of the need for obtaining certain clarifications / additional information: telephone / online communication with the applicants in (2 working days)
- 5) Short listing Phase: award secretariat and assessors (2 working days)
- 6) Presentation of the assessment results to the Jury members (1 working day)

Total number of days is up to ten (10) working days.

Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- At least BsC degree in Social Sciences, Public Administration, or other related fields;

General professional experience:

- Minimum 7 years of experience in dealing with Public Administration Reform and the EU integration

Specific professional experience:

- Minimum 5 years of experience in assessment of the project proposals preferably funded by the EU
- Minimum 5 years of experience in assessment of the project proposals related to quality of Public administration and Public Services
- Familiarity with CAF, EFQM and ISO models would be treated as advantage

Skills:

- Excellent analytical skills;
- Excellent presentation skills;
- Excellent written and oral communication skills in English;
- Team work

Timing and Location

The assignment foresees work from home including on line consultations and if possible, on-the site (taking into account COVID-19 pandemic and aligned state regulations) in Montenegro which should be agreed with ReSPA Secretariat. The assignment will be realized during August -October 2020. The assignment will require up to ten (10) working days.

Remunerations

The payment will be done in one installment after the completion of all envisaged tasks as described in the Tasks and Responsibilities.

Activity	Max. No. of working days
Preparation	2
Implementation of the assessment process	8
TOTAL:	10

Note: No other costs will be covered apart from the expert costs 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.

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

Reporting and Final Documentation

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

Outputs

- All the foreseen activities and outputs as described in the Tasks and responsibilities.

Documents required for payment

- Invoices (original and signed);
- Timesheets (original and signed);
- Brief Report on deliverables (up to 1.5 page)