



## PROCUREMENT NOTICE

**Assignment Name: *Expert for Revision of the Recruitment and Selection Process for the ReSPA Staff***

### **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. 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 Secretariat of ReSPA is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage an expert to revise the selection and recruitment process for the ReSPA Staff. 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.

1.3 Objective and purpose of the assignment are:

The objective of this assignment is to analyse, consider revision and propose concrete changes to the existing selection and recruitment process for the ReSPA Staff as defined by the Staff Regulations.

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 January through March 2020.

1.6 Budget: The contracted expert will be remunerated per the contract within the maximum budget for this activity. 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 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 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 conducting and preparing recruitment process,
- Recruitment 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, in other international organisations 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 can 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 10 January 2020 before 17H00.**

**Late submissions will not be considered for evaluation. Public servants of the ReSPA Members and other beneficiary administrations of the ReSPA activities are not eligible to apply.**

### **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: Mr Duško Glodić, Programme Manager (Legal) via email: [d.glodic@respaweb.eu](mailto:d.glodic@respaweb.eu) .**

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

**TERMS OF REFERENCE**  
**for engagement of expert for revision of the recruitment and selection procedure**  
**for the ReSPA staff**

**I - Background**

The Regional School of Public Administration (ReSPA) is the inter-governmental organization for enhancing regional cooperation. 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). ReSPA is currently implementing its Strategy for the period 2019 – 2024. ReSPA provides support to its Members by organisation of inter-governmental expert meetings, networking events, ministerial conferences and capacity development programmes. ReSPA produces concrete policy recommendations based on its research studies, analytical papers and other documents.

The Governing Board of ReSPA which operates at Ministerial level and at Senior Official level is the decision-making body of ReSPA. The executive body of ReSPA is its Secretariat which is headed by the Director and composed of ReSPA Staff coming from Western Balkan countries. ReSPA tends to apply the best international practices in the recruitment of its staff in order to ensure fair, transparent and merit-based process. The Headquarters of ReSPA are based in Danilovgrad, Montenegro. ReSPA's working language is English.

**II - Description of the Assignment**

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 the highest standards in the recruitment of its staff which is defined by the Staff Regulations. ReSPA has enacted the competency framework for the positions within its Secretariat. the procedure of recruitment is conducted by a Selection Committee appointed for any recruitment procedure after the publication of the vacancy. The Selection Committee establishes the list of successful candidates for the appointment. The appointing authority is vested in the Director of ReSPA.

ReSPA now intends to engage a recruitment/HR expert to analyse and revise the existing recruitment and selection process and to propose concrete solutions for its possible improvements in accordance with the latest developments of the practices existing in the EU institutions and EU Member States.

The assignment will focus to the existing rules in ReSPA, particularly the Staff Regulations, Annex II defining the Organisational Structure and Role profiles with the ReSPA Core competences and Annex IV laying down Recruitment and Selection Rules and Procedures for ReSPA International Staff). Any revision of the Staff Regulations and annexes thereto is to be adopted by the Governing Board of ReSPA.

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

The expert shall perform the following tasks and responsibilities:

1. Read and absorb the requirements for the role profile/ job description of ReSPA Staff 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 Annex IV to the Staff Regulations of ReSPA;
3. Read and absorb the ReSPA competency framework applicable to the positions of Programme Manager and Finance and Operations Manager – Coordinator and other relevant requirements defined in the Staff Regulations, particularly in the job descriptions;
4. Consider the way in which the short-listing/preselection of applicants and the assessment centre are defined and organized and propose possible improvements;
5. Identify and propose applicable and adequate assessment methodology to be applied by the Selection Committee taking into account the possible use of available tools for psychometric assessments;
6. Prepare a comprehensive proposal consisting of amendments to the Staff Regulations and relevant annexes thereto taking into account the previously conducted analysis;
7. Submit the expert's final report on assignment to ReSPA upon the completion of the assignment.

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

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

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

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

#### **2. Professional experience:**

- At least 5 years' experience in organisation and conducting of the recruitment process for the institutions of the European Union, other international organisations or the EU Member States;
- Experience of assessor in competence-based recruitment processes.
- 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.
- Ability to work with people of different cultures and backgrounds.
- Excellent written and English communication skills.

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

The assignment will be performed during January through March 2020. A more precise timeline will be agreed between ReSPA and the contracted expert. The base of performance will be expert's own location.

## **VII - Remunerations**

The level of effort for this assignment is up to **14 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 expert will be requested to deliver the following documents before the payment is conducted:

- Proposal of amendments to the existing legal framework governing the recruitment procedure accompanied by the relevant expert's analysis;
- Possible solutions for the organisation of the assessment centre with the use of relevant tools;
- Final report on the performed assignment;
- Timesheets for approval by responsible ReSPA staff;
- Invoice, original and signed, after the approval of the above stated deliverables.

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

Ms Jovana Popovic  
Administrative Assistant  
Regional School of Public Administration - ReSPA  
PO BOX 31, 81410 Danilovgrad, Montenegro  
[j.popovic@respaweb.eu](mailto:j.popovic@respaweb.eu)