



## Procurement Notice

**Assignment Name: Running Workshops on Strategy 2019-2024 Indicators in Albania, Macedonia and Kosovo\***

### 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\*<sup>1</sup> 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 directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. The new EC grant supports the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries. 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.

1.1 ReSPA now seeks to engage an expert to running Workshops on Strategy 2019-2024 Indicators in Albania, Macedonia and Kosovo\*.

1.2 Objective and purpose of the assignment are:

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<sup>1</sup> \* 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

ReSPA has developed its Intervention Logic, draft Strategy 2019-2024 with indicators as well as the monitoring and evaluation (M&E) system which should be reviewed with support of GB, WG members in respective countries. In addition, ReSPA shall develop its PoW 2019-2020.

ReSPA is looking for an Expert who shall provide support to Expert 1 in finalising the Intervention Logic, the draft Strategy 2019-2024, the indicators, monitoring and evaluation system, as well as in developing of the Programme of Work 2019-2020, based on the inputs received from the GB, WG members in respective countries.

1.3 Tentative timeframe: the assignment is expected to be performed during the period *August - October 2018*.

1.4 Budget: The contracted expert will be remunerated on the basis of a daily fee. The concrete fee for the selected trainer will be determined based on the applicant's experience in accordance with the applicable ReSPA rules and within the budgeted maximum for this assignment.

Level of effort for the performance of assignment is up to *10 expert days*.

## **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.

2.3 The required qualifications, experience and skills: as per Terms of Reference

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

3.1 The applicants are required to submit the applications. Any applicant should meet the requirements as defined by the Terms of Reference.

3.2 The applicants are invited to submit the following documentation:

- **Personal CV** (up to three pages maximum) 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, if considered necessary)

**3.3 The required documentation should be submitted in electronic format by e-mail and with the reference number – 18062, Expert 2 stated in title to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by 10 August 2018 before midnight. Late submissions will not be considered for evaluation.**

**Public servants of ReSPA Members and Kosovo\* are not eligible to apply.**

#### **Section 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, as defined in the Terms of Reference.

5.2 The following documents are 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: Ms. Ranka Bartula-Musikic, Programme Manager via email: [r.bartula@respaweb.eu](mailto:r.bartula@respaweb.eu)**

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



## Terms of Reference Request for Services

*Expert 2 for running Workshops on Strategy 2019-2024 Indicators in Albania,  
Macedonia and Kosovo\**

### Background

The Regional School of Public Administration (ReSPA) is the international organisation serving primarily as an instrument of regional cooperation and primary regional hub for public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo<sup>\*1</sup> is a beneficiary. Its 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 membership of the European Union. Bearing its mandate stipulated by the Agreement Establishing ReSPA, ReSPA's overarching purpose is to develop and execute a comprehensive regional response to common public administration strategic needs in its Members. These joint capacity development needs to relate to the European Integration and the implementation of Public Administration Reform (PAR) improvements.

ReSPA works primarily through regional networks. These operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There are 2 networks (PAR network and European integration Committee) and 11 Working groups (WG) developed according to the thematic areas: (1) Human Resource Management; 2) E-government; 3) Ethics and Integrity; 4) Public Procurement; 5) Public Private Partnership; 6) Administrative Procedures and Administrative Justice; 7) Better Regulation; 8) Quality Management; and 9) Public Internal Financial Control (PIFC).

ReSPA establishes close co-operation with ministers, senior public servants and heads of function in member states. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional players such as SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations.

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<sup>1</sup> \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

## Description of the assignment

ReSPA has developed its Intervention Logic, draft Strategy 2019-2024 with indicators as well as the monitoring and evaluation (M&E) system which should be reviewed with support of GB, WG members in respective countries. In addition, ReSPA shall develop its PoW 2019-2020.

ReSPA is looking for an Expert who shall provide support to Expert 1 in finalising the Intervention Logic, the draft Strategy 2019-2024, the indicators, monitoring and evaluation system, as well as in developing of the Programme of Work 2019-2020, based on the inputs received from the GB, WG members in respective countries.

## Tasks and Responsibilities

The Expert shall conduct the following tasks:

### a) Preparation phase:

1. Jointly with the Expert 1 prepare an action plan for implementation of the activities within this assignment. Analyse and improve the newly developed draft Strategy for 2019-2024, Intervention logic, indicators, and M&E system. (5 days)
2. Provide support to Expert 1 in designing an interactive workshop which should enable active engagement of the Governing Board Members at Senior Level, WG members, National Coordinators, EC representatives in validation of the Strategy, its intervention logic, indicators and M&E system. The Workshop should also contribute to validation of potential activities to be implemented within PoW 2019-2020. (1 day).

### b) Implementation phase:

3. As per the designed scenario, run three respective workshops (1 in Macedonia, 1 in Albania and 1 in Kosovo\*) and prepare a report after each workshop. (3 days)
4. Provide support to the Expert 1 who will run workshops in Bosnia and Herzegovina, Montenegro and Serbia in finalising the Strategy, Intervention Logic, indicators, M&E system, as well as PoW 2019-2020. (1 days)
5. Coordinate with the Expert 1 and liaise directly with the ReSPA team for Strategy development on the issues related to the assignment, taking into consideration the instructions received beforehand.

## Necessary Qualifications

The Expert shall possess the following profile:

### Qualifications and skills:

- PhD or Masters in Law, Social Sciences, Public Administration, Political Sciences, Social Sciences, Economics or related field;
- Fluency in Albanian and English language, both written and spoken.

### General professional experience:

- At least 5 years of relevant professional experience in the EU context;
- Familiar with participatory approaches in conducting assessments and facilitating strategic planning processes;
- Experience of working in the Western Balkans.

### Specific professional experience:

- At least 3 years of experience in monitoring and/or evaluation of programmes and/or institutions or agencies financed by the EU;
- Experience in development of indicators (desirable).

## Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed from August – October 2018. The Workshops related to the ReSPA Strategy 2019-2024 are scheduled as follows: 17th September – Tirana, 19th September – Skopje and 20th September – Pristina.

## Remunerations

The duration of the assignment is up to 10 working days spread over the period August-October 2018.

The payment will be done in 1 instalment on completion of the assignment and its approval by ReSPA.

Note: ReSPA will organize and cover or reimburse the cost for the international travel (economy class) for the Expert, with prior approval of travel proposal by ReSPA, as well as provide Per Diems related to this assignment as planned to be realized.

## Reporting and Final Documentation

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

### ***Documents required for payment***

- Final Strategy 2019-2024 with the Intervention Logic, indicators and M&E system, as well as the PoW 2019-2024;
- Report on the conducted assignment;
- Invoices (original and signed);
- Timesheets (original and signed);
- Boarding passes (original).