

# Procurement Notice

*Assignment name: International Expert for preparation of the ReSPA Policy on Partnering and Development.*

## **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 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 Neighbourhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organisations. Since its inception, ReSPA, as an international organisation 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.

ReSPA has its six years Strategy 2019-2024, with a motto "Building Together- Governance for the Future", and it envisages that apart of support and funding provided by the EC, ReSPA will also engage in obtaining other funding opportunities and diversify its work. The first step was made in signing the Partnership Agreement with ADA/KDZ and joint implementation of BACID II project that should result in establishment ReSPA as Regional Quality Management Centre and support to establishment of several CAF pilots in the region.

Recognizing the strong potential in the area of Quality management and readiness of the ReSPA Members to further improve this area as well as area of Digital transformation, innovative practices in public administration, further policy development and coordination and HRMD, ReSPA is ready to further engage in potential new projects and initiatives with relevant partners and donors. Development of such strategic approach is also a part of CAF Improvement Action Plan.

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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

1.2 ReSPA now seeks to engage the International Expert who would develop ReSPA Policy on Partnering and Development.

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 March 2020 - April 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 a 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 (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](mailto:procurement@respaweb.eu) by **11 March 2020** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail: Technical Assistance.**

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: Ms. Ranka Bartula-Musikic, Programme Manager via e-mail: [r.bartula@respaweb.eu](mailto:r.bartula@respaweb.eu), by **5 March 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](http://www.respaweb.eu)) by **6 March 2020**.

# Terms of Reference

## Request for Services

### *International Expert for Preparation of the ReSPA Policy on Partnering and Development*

#### 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<sup>\*2</sup> is a beneficiary. ReSPA's purpose is to help governments in the region to 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 and middle public servants in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood 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 organisation and a key regional endeavour 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, capacity building 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 (better implementation of PAR and PFM policies, further professionalization of public sector and better quality of services to citizens and businesses) during the period 2019-2021.

ReSPA works primarily through regional networks which operate at three levels: Governing Board at Ministerial level, Governing Board at Senior Officials level, 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.

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## Description of the assignment

Regional School of Public Administration (ReSPA) has its six years Strategy 2019-2024, with a motto "Building Together- Governance for the Future", and it envisages that apart of support and funding provided by the EC, ReSPA will also engage in obtaining other funding opportunities and diversify its work. The first step was made in signing the Partnership Agreement with ADA/KDZ and joint implementation of BACID II project that should result in establishment ReSPA as Regional Quality Management Centre and support to establishment of several CAF pilots in the region.

Recognizing the strong potential in the area of Quality management and readiness of the ReSPA Members to further improve this area as well as area of Digital transformation, innovative practices in public administration, further policy development and coordination and HRMD, ReSPA is ready to further engage in potential new projects and initiatives with relevant partners and donors. Development of such strategic approach is also a part of CAF Improvement Action Plan.

In line with the above mentioned, ReSPA is seeking for one International Expert for development of *ReSPA Policy on Partnering and Development*.

## Tasks and responsibilities

The International expert shall perform the following tasks and responsibilities:

### **Preparatory activities - nine (9) days**

- Getting familiar with ReSPA Strategy, and other relevant documents; (2 days)
- Mapping of suitable funding opportunities and donors active in the area of good governance inspired by the cases of good practice in different international organisations (OECD, UNDP, CEF, CoE, etc). (3 days)
- Development of a questionnaire for the (Advisory Board members, GB members, WG members) and other relevant stakeholders as deemed appropriate; running of survey and analysis of the results obtained; (3 days)
- Development of the interview questions for the interviewees (Advisory Board members, GB members, WG members); (1/2 day)
- Proposal of the Policy content including the titles proposed below. (1/2 day)

### **Development of the draft Policy – nine (9) days**

- Preparation of the draft Policy which shall, among others, contain:
  - ✓ Background;
  - ✓ Mapping of funding opportunities and donors;
  - ✓ List of products and services that ReSPA may offer to its Members, Observers, Participants and other partners;

- ✓ Proposal of at least five new project initiatives and potential project partners (defining the objectives of the potential project, expected results, duration of the project, as well as potential partner/partners and donors for respective projects);
- ✓ Proposal of other fundraising opportunities for ReSPA;
- ✓ Results of survey and conducted interviews.

### **Finalisation of the Policy (5 days)**

- Sending the draft Policy to ReSPA for comments and revising of the Policy based on the obtained comments; (1 day)
- Presentation of the draft Policy to the GB SL members and obtaining comments; (1 day preparation +1 day meeting)
- Finalisation of the Policy based on the comments obtained. (2 days)

The final product will be subject to approval from ReSPA before the payment is executed.

***Total number of days is up to twenty-three (23) working days.***

## **Necessary Qualifications**

The Experts shall possess the following profile:

### **Qualifications:**

- At least BSc.

### **General professional experience:**

- At least 7 years of work experience in consultancy, fundraising or in international organisations;
- Work experience in multicultural environment;
- Work experience in the Western Balkans will be considered as an advantage.

### **Specific professional experience:**

- Proven experience in writing project applications and participation in multi-partner projects;
- Proven experience in project or programme development;
- Proven experience in preparation of at least 2 successful business development activities.

### **Skills:**

- ✓ Team work;
- ✓ Data collection;
- ✓ Analysis of information from different sources;
- ✓ Interviewing;

- ✓ Critical analysis;
- ✓ Ability to write clear and coherent documents;
- ✓ Ability to organize and plan effectively;
- ✓ High presentation skills;
- ✓ Excellent written and oral communication skills in English;

## Timing and Location

The assignment foresees work from home and on the site. The assignment will start in March 2020, while the execution on the site will be realized during March 2020. It will be completed by the end of April 2020.

## Remunerations

The assignment will require up to twenty-three (23) working days in total. The payment will be done in one (1) instalments. The payment will be processed on submission of the final document.

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

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***

- ReSPA Policy on Partnering and Development

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

- Invoices (original and signed);
- Timesheets (original and signed);
- Report