

# Procurement Notice

## Assignment title:

**Expertise to strengthen the capacities of the Albanian public administration on management and coordination of Sector Budget Support Instrument (Sector Reform Contracts)**

**Reference Number #19100**

## **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 units in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighborhood 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 organization 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 is implementing its activities through the Secretariat located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage one expert to to strengthen the capacities of the Albanian public administration on management and coordination of Sector Budget Support Instrument (Sector Reform Contracts).

1.3 Expected deliverables of the assignment are: as per Terms of Reference (see below).

1.4 Tentative timeframe: the assignment is expected to be performed **during period February - May 2022.**

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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

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 company/institution is his/her employer.

## **Section 2. Preparation of CVs and supporting documentation**

### 2.1 Language of application:

The CV and supporting documentation shall be prepared in English.

2.2 The CV 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:

- Length of general and specific professional experience, in line with ToR;
- Professional experience in the role of expert / researcher.

2.3 The required qualifications, experience 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 Letter:** explaining their experience related to the analysis 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 **07 February 2022** before midnight. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: “**Activity No #19100 – Expertise to ALB - Sector Budget Support Instrument**”.

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, 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 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. Gentian Xhaxhiu, Programme Manager (Legal) via e-mail: [g.xhaxhiu@respaweb.eu](mailto:g.xhaxhiu@respaweb.eu), by **02 February 2022** (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 **03 February 2022**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



# Terms of Reference

## Request for Services

### Expertise to strengthen the capacities of the Albanian public administration on management and coordination of Sector Budget Support Instrument (Sector Reform Contracts)

#### **1. Introduction and background**

The Regional School of Public Administration (ReSPA) is an 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 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 public servants and heads of units in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR), other regional actors such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization 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 materials.

The European Commission (EC) provides directly managed funds for the support of the ReSPA activities (research, training and networking programmes) in line with the EU accession process. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2022.

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, 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) co-ordination 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.

One of the tools that ReSPA uses to deliver its assistance is the “in-country support mechanism”, which provides direct tailor-made support to each of the Countries (Members of ReSPA) based on concrete needs that have been identified by the administration of the country itself. In this regard, the Directorate for Managing the Reform of Public Finances (DR PFM) in the Albanian Ministry of Finance and Economy (MFE) is requiring training expertise in order to better perform the duties derived by IPA Financial Agreements on management and coordination of Sector Budget Support Instrument (SBS), also known as Sector Reform Contracts (SRC).

## **2. Purpose**

The purpose of this assignment is to identify, organize and deliver training to specific segments of the Albanian public administration on management and coordination of Sector Budget Support Instrument (SBS), also known as Sector Reform Contracts (SRCs), related, but not limited to, change of indicators and disbursement packages for SRCs. The action will aim to increase and maintain the effectiveness of managing the SBS Instrument in Albania and will mainly target all active SRC leaders and responsible contact points mostly in technical level. This Terms of Reference (ToR), aim to make a thorough description of the assignment, the problem statement, profile of the required expert/s, tasks and responsibilities and other necessary elements in order to achieve the abovementioned purpose.

## **3. Problem statement and description of the assignment**

Government of Albania benefits from European Union through Budget Support Instrument under IPA II program. Under this Instrument during 2015-2021, Government of Albania benefited from there completed Sector Reform Contracts, respectively: SRC for Public Finance Management Reform (IPA 2014), SRC for Employment and Skills (IPA 2015), SRC for the Fight against Corruption (IPA 2016), SRC for Public Administration Reform (IPA 2015), SRC for Transport with Focus on Roads (IPA 2016) and EU for Economic Recovery (IPA 2020). Government of Albania is making efforts to fulfil the planned reforms in other ongoing Sector Reform Contracts, as follows: i) EU for Justice Reform (IPA 2018); EU for Good Governance (IPA 2020); EU for Social Inclusion (IPA 2019).

Sector Budget Support is a very important instrument as it involves direct financial transfers to the Treasury Single Account (TSA) engaging in sustainable development reforms. The Ministry of Finance and Economy and DR PFM as the secretariat in the role of financial coordinator for the Budget Support Instrument, are committed to provide maximum support and strengthen cooperation for the implementation of all Sectorial Reform Contracts that the Albanian Government has concluded with the European Commission. During this time period, new actors are involved and the management and coordination processes have been dynamic. Also, signing of new Sector Reform Contracts in other areas is an open process.

The specific aim of the action is to provide expertise related to changes of indicators and disbursement packages for SRCs, as a very important element of this type of support, which largely depends on the accuracy of indicators and their fulfilment by the beneficiary.

In order to increase and maintain the effectiveness of managing the SBS Instrument in Albania the intended expertise is needed to:

- Deliver a general training for all active SRC leaders and responsible contact points mostly in technical level to ease the understanding and reading the key elements of the financial agreement of SRCs. Number of staff foreseen to be coached and assisted with the preparation of the roundtables in total will be around 25 participants;
- Deliver on the job training for each of SRC leaders to ease the understanding and preparing of disbursement packages;
- Deliver on the job training for each of the SRC leaders and responsible contact points for changes of indicators preparation;
- Prepare a calendar with clear objectives and targets for all actors involved to ease the implementation of SRCs;

The Training will serve to:

- Analyse the challenges of SBS during the implementation stage and ways to mitigate against such challenges, also identify the key policy coordination challenges and how they impact budget support;
- How EU budget support operates, eligibility assessment, design of operations, performance monitoring and disbursement;
- Have a good understanding of how to define indicators and set targets in case of indicator changes;
- Be familiar with the design cycle of a Budget Support operation and to recognize where problems typically occur;
- How to manage budget support to ensure that objectives are met;
- Formalize of procedures for determining the contacts responsible for the implementation of indicators.

The assignment shall have the following expected results:

- General training for all the leading parties involved in the SBS instrument;
- SBS Calendar including all active SRC-s in Albania;
- Training expertise for disbursement package;
- Training expertise for change of indicators.

## 4. Tasks and responsibilities

The main tasks and responsibilities (and the expected outputs) of this assignment are tentatively grouped into four pillars, more specifically:

### I. General Training

- Preparation of the materials for the training and for the roundtable meetings which will be organized during the first month of implementation of the assignment;
- General Training delivered.

### II. Preparation of a calendar with clear objectives and targets for all actors involved to ease the implementation of SRCs

- Preparation of the SBS Calendar including all active SRC-s in Albania.
- On the job training of the calendar to all the active SRC-s.

### III. Training expertise for disbursement package

- On the job training materials for disbursement package of all active SRC prepared.
- On the job training about disbursement package to all active SRC-s delivered.

### IV. Training expertise for change of indicators

- On the job training materials for changes of indicators for all active SRC prepared.
- On the job training about changes of indicators to all active SRC-s delivered.

Nevertheless, the expert is free to propose his/her own methodology during the application phase.

The abovementioned tasks and responsibilities represent the milestones of the assignment, but the expert, may propose slight changes/adaptations, upon agreement with the ReSPA Programme Manager in charge.

The expert/s shall closely cooperate with the responsible officials of the Albanian Ministry of Finance and Economy (more specifically the Directorate for Managing the Reform of Public Finances) during the implementation of the assignment. The Directorate will provide the expert with all necessary information and logistic support. The engaged expert shall also liaise with the ReSPA Programme Manager in charge of the assignment and will take into consideration the instructions received beforehand. Facilities and/or necessary logistics for organizing the general training and the on-job training in each of the SRC-s will be covered by MFE and Line Ministries' lead institutions.

## 5. Necessary Qualifications of the expert/s

Potential experts interested to be engaged under this assignment may apply individually, provided that he/she fulfils the criteria described below.

The expert needs to have a diverse but compatible experience in implementation, management and coordination of Sector Budget Support instrument and, preferably, SBS/SRC capacity

building, including preparation and delivery of a capacity building and training programs, design of training curriculum, design of training plan, preparation of the training materials, organization, coordination, delivery and evaluation of the trainings. More specifically, the expert shall comply with the following profile:

Qualifications:

- MA or graduate degree in Public Management/Policy and Administration, Law, Economics, Finance, Political Sciences and related/similar fields.
- PhD shall be considered an asset.

General professional experience:

- At least 5 (five) years of experience working in / with public administration and / or related matters.

Specific professional experience:

- Demonstrated experience in positions and/or assignments related to implementation, management and coordination of Sector Budget Support instrument, including experience in organizing and delivering SBS/SRC capacity building programmes;
- Demonstrated experience in Public Finance Management Reform (PFM);
- Experience in delivering trainings and workshops, as well as previous engagements in preparation of Guidelines, methodologies, etc.;
- Familiarity with the Albanian framework of SBS/SRC and IPA II support in general.
- Previous engagements in assignments in the Western Balkans (specifically Albania) shall be considered an asset.

Skills:

- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Ability to work in team;
- Training and moderation skills;
- Proficient in Microsoft Office package;
- Ability to prepare and deliver well-structures Power point presentations;

In addition, the expert shall possess the following competencies and core values:

- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;



- Result orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;

Note: The expert shall not be civil/public servant in any of the Western Balkans administrations in the moment he/she applies.

## 6. Timing and Location

The assignment foresees work from home/office and on the site (Tirana, Albania). Meetings/trainings in person should be delivered in small/medium groups respecting all restriction measures imposed by Covid-19 pandemic.

The assignment will be performed, tentatively, from February to May 2022.

## 7. Remunerations

The assignment foresees up to **24 (twenty-four) working days** for the expert and shall be (tentatively) organised as follows:

No.	Activity	Maximum No. of working days
1	General Training	5
2	Preparation of a calendar with clear objectives and targets for all actors involved to ease the implementation of SRCs	5
3	Training expertise for disbursement package	8
4	Training expertise for change of indicators	5
5	Preparation of the Final Report for ReSPA	1
	<b>TOTAL:</b>	<b>24</b>

The payment will be done in one instalment upon completion of the assignment. The final products will be subject to approval from ReSPA before the execution of the payment.

Note : No other costs will be covered apart from the expert cost per day. The expert cost per day comprises of expert's fee per day and (if needed) a lump sum for covering related costs which include, travel, accommodation, local transport, meals and other incidentals. ReSPA and the expert/s shall agree before the signature of the Service Contract on the rate of the daily fee.

## 8. Reporting and Final Documentation

The expert will be requested to deliver the following documents before the payment is conducted (in line with the two different phases described above):

***Outputs:***

- Training materials;
- Daily presence list of participants attending the training modules;
- One final report on the implementation/performance and finalization of the assignment indicating key challenges, lessons learnt and relevant recommendations for future work of ReSPA in this area;

***Documents required for payment:***

- Invoice (original and signed);
- Timesheets (original and signed);
- Final report, no later than seven days after the completion of the Assignment. The report will be subject of approval by ReSPA as contracting authority<sup>2</sup>;

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<sup>2</sup> The Final Report will be required for the execution of the final payment.