

Procurement Notice

Assignment name: Expert for providing support in establishment of forum of directors in BiH and development of relevant documents

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*¹ 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 supports its members through its mechanisms of support and one of them is the in-country support mechanism. This mechanism addresses the specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

In Bosnia and Herzegovina, central institutions responsible for civil service are organized on all levels of government. Civil Service Agencies are independent state, republic/entity administrative organizations that carry out numerous centralized human resource management functions. Lack of coordinated approach to HRM and civil service legislation and lack of appropriate coordination among Civil service agencies and training units was recognised in the EC – BiH 2020 Report. BiH PAR Strategic framework 2018-2022 recommends ensuring better communication and faster dissemination of ideas and lessons learned through creation of and support to the network of prominent civil servants in the field of HRM that will encompass all four administrative structures in BiH. The network will include the directors/head of BD HRM Sub-department and three immediate associates dealing with different HRM areas.

1.2 ReSPA now seeks to engage an expert who would support the establishment of the Forum of BiH CSA Directors, develop the relevant documents and facilitate the first meeting.

¹ * 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

1.3 Expected deliverables of the assignment are: as per Terms of Reference.

1.4 Tentative timeframe: the assignment is expected to be performed from March – May 2022.

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 by **17 March 2022** before 2 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the Reference Number 22907/ Support in the establishment of a forum of directors in BiH and development of relevant documents**

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 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, by **15 March 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) by **16 March 2022**.

Terms of Reference

Request for Services

Expert for providing support in establishment of forum of directors in BiH and development of relevant documents

Background

The Regional School of Public Administration (ReSPA) is the inter-governmental organisation for enhancing regional co-operation, 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*² 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 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, training 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 2010-2015. The current EC grant CN 2019/ 405 139 supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2021.

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) 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.

² * 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 supports its members through its mechanisms of support and one of them is the in-country support mechanism. This mechanism addresses the specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

This Terms of Reference (ToR) refers to the request submitted to ReSPA by the Civil Service Agencies of Bosnia and Herzegovina for providing support in establishment of Forum of directors.

Description of the assignment

In Bosnia and Herzegovina, central institutions responsible for civil service are organized on all levels of government. On the level of institutions of Bosnia and Herzegovina, in the Republic of Srpska and the Federation of Bosnia and Herzegovina, there are the Civil Service Agencies, and in the Brcko District due to relatively small dimension of public administration, there is only a special human resource sub-department within the Department of Professional and Administrative Affairs. At all levels of government, except the Brcko District, there is a division of responsibilities in the field of civil service and human resource management in public administration between a competent ministry (Ministry of Justice of Bosnia and Herzegovina, Ministry of Public Administration and Local Self-government of the Republic of Srpska, Federal Ministry of Justice) and the central civil service agencies.

Civil Service Agencies are independent state, republic/entity administrative organizations that carry out numerous centralized human resource management functions. Lack of coordinated approach to HRM and civil service legislation and lack of appropriate coordination among Civil service agencies and training units was recognised in the EC – BiH 2020 Report. Furthermore, the recommendations from the 4th PAR Special group meeting held on 8 July 2020 propose that “Civil Service agencies should coordinate and ministries in charge of public administration should closely cooperate to develop and promote the same guidelines on Human Resource Management (HRM) standards and as well further provide the same methodologies on HRM monitoring across all levels.” BiH PAR Strategic framework 2018-2022 recommends ensuring better communication and faster dissemination of ideas and lessons learned through creation of and support to the network of prominent civil servants in the field of HRM that will encompass all four administrative structures in BiH. The network will include the directors/head of BD HRM Sub-department and three immediate associates dealing with different HRM areas.

Having in mind the above said ReSPA will support the establishment of the Forum of BiH CSA Directors and development of relevant documents and facilitation of the first meeting and is seeking for an expert to conduct this assignment.

Tasks and responsibilities

The expert will be engaged for up to 10 (ten) days and will perform the tasks stated below:

- Development of a set of documents which will ensure sustainability of the BiH CSA directors forum (methodology for work of such body/rules of procedures, Memorandum of Cooperation or Memorandum of Understanding, and others if needed and agreed). Exploring and preparation of the paper on joint funding opportunities for CSAs. Distribution of all the documents prior to the meeting. (5 days)

- Preparation of the agenda for the meeting which will include, among others, presentation of the work of each CSA and BD HRM sub-department, discussion about potential future joint activities, modernisation of HR units, potential joint projects, sustainability of the forum with recommendations for sustainability of the forum within own resources. Moderation of the two-day meeting which will be organised in BiH in April. (4 days)
- Preparation of the report from the meeting with conclusions and recommendations. (1 day)

The engaged expert will liaise directly with the Civil Service Agencies and BD HRM sub-department. 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.

Necessary Qualifications

The expert shall possess the following profile:

Qualifications and skills:

- At least B.Sc. in Law, Economy, Social Sciences, Business Administration, Public Administration, or related field;

General professional experience:

- At least 3 (three) years of experience in the area related to HRM.

Specific professional experience:

- Experience in establishment of similar networks and/or moderation of similar events in BiH.

Skills:

- Teamwork;
- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed within the period March – May 2022. The planned meetings and the final event will be implemented in line with the country COVID restriction measures. The date and place of the final event will be agreed in consultation with the BiH CSAs and BD HRM Sub-department.

Remunerations

The assignment foresees up to **10 (ten) working days**.

The payment will be done in one instalment on completion of the assignment.

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

Reporting and Final Documentation

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

Outputs

- Documents developed for forum establishment.
- Report from the meeting with recommendations

Documents required for payment

- Invoice (signed original);
- Timesheets (signed original);
- Report on the conducted assignment with recommendations (in English language).