

Procurement Notice

*Assignment name: **Expert for moderating the Ministerial Conference “Inspiring public sector transformation: Public service custom-made to citizens and businesses”***

*Reference Number: **#22067***

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* 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 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.

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 2010-2018. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2021.

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) 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.

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.

1.2 ReSPA now seeks to engage one expert to provide support in the area of PAR.

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 September 2022.

1.5 **NOTE: Please, clearly indicate in the Methodology that you shall submit, the entity with whom the contract would be concluded (in case your application will result successful), i.e. whether the contract would be concluded with:**

- the expert as a physical person;
- a company on behalf of the expert (the name of the company should be also provided).

This cannot be changed in the procedure to follow.

In addition, you are kindly requested to fill and submit the following documents:

- **Legal Entity File (for individual expert) -**
https://ec.europa.eu/info/sites/default/files/about_the_european_commission/eu_budget/legent_indiv_en.pdf
- **Legal Entity File (for private company) -**
https://ec.europa.eu/info/sites/default/files/about_the_european_commission/eu_budget/legent_privcomp_en.pdf

Please, also submit any supporting document required in these templates.

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. 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 lecturer / presenter.

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: 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 by **31 August 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 22067.**

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 - Coordinator via e-mail: g.xhaxhiu@respaweb.eu, by **29 August 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 **30 August 2022**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



Terms of Reference

Expert for moderating the Ministerial Conference “*Inspiring public sector transformation: Public service custom-made to citizens and businesses*”

Introduction

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*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.

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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 2019-2021.

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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

Description of the assignment

ReSPA and OECD/SIGMA organize the Western Balkans Ministerial Conference on Public Administration Reforms which aims to showcase and promote the exchange of good practices for the transformation of public administrations as well as the implementation of reforms and the recovery. The title of the conference is “Inspiring public sector transformation: Public service custom-made to citizens and businesses”. This conference will be organized in Skopje (North Macedonia) on 15 September 2022.

The Conference will seek to encourage high level political dialogue on shared challenges and opportunities related to public sector transformation and the civil service, and enhance the cooperation and exchange of expertise among public administrations. During the conference the winners of the PA Award 2022 competition will be revealed and awarded under the main categories: Digital transformation, Quality management for improving services and Public Administration for all.

The event will bring together Ministers in charge for PAR, good governance and Digitalization in the Western Balkans, senior public servants, European Commission, renowned experts, donor community, regional and international organizations, CSOs, etc.

In order to organize the conference on the most successful way, ReSPA is seeking for one expert for moderation.

Tasks and Responsibilities

The main tasks of the engaged expert will be:

- To prepare the moderation of the conference:
 - To analyze all documents relevant for the preparation of the conference which will be prepared by organizers;
 - To establish prior the conference in depth communication and cooperation with the key speakers, and panelists at the conference;
 - Through discussion with them to prepare the forms and character of the moderation the conference;
 - To prepare the content of the initial and closing sessions of the conference.
- To moderate the event in Skopje on 15 September 2022; and
- To prepare short report with the recommendations for further models of organizing similar conferences.

The expert shall liaise directly 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 qualifications:

Education:

- University degree, preferably in social sciences (political science, international relations, public administration, economics, law); advanced degree would be considered an asset;
- Academic orientation towards EU policies and governance would be considered an asset.

General Experience:

- Minimum ten years of working experience Public Administration Reform and/or strategic planning, with at least five years of working experience working in the public administration on EU integration and/ or PAR processes;
- Experience of working in/with regional public administrations would be considered an asset;
- Experience in working with EU institutions would be considered an asset.

Specific experience:

- Experience in moderating high- level events;
- Experience in working in/with state institutions, senior officials and civil servants;
- Experience in holding workshops, and good facilitation skills are considered an important asset;
- Experience in working in/with the civil society is considered an asset;
- Experience of working within the EU accession processes and working with SIGMA/OECD is considered an asset

Languages:

- Fluency in English language

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;
- Results orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team;
- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders, and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Time-frame, level of Effort

The assignment will take place on 15 September 2022 in Skopje, (North Macedonia). The planned event will be implemented in line with the country Covid-19 restriction measures.

The Level of Effort is estimated at 6 working days, as follows: four days for preparation; one day for execution; and one day for the reporting.

Remunerations

The assignment foresees engagement of 6 expert days, as detailed above. The daily fee per expert day will be defined in accordance with ReSPA expert selection procedure, based on assessed and evaluated expert capacities. The payment will be made in one instalment.

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 a lump sum for covering related costs which include, travel, accommodation, local transport, meals and other incidentals.

Reporting and Final Documentation

For the purpose of reporting, the expert will be requested to deliver the following documents:

- *Final report* in English, no later than seven days after the completion of the Assignment. The report will be subject of approval of the ReSPA as a contracting authority;
- Timesheet (original and signed);
- Invoice (original and signed).