

Procurement Notice

Assignment name: Recruitment Agency or Team of Experts for conducting the shortlisting of candidates and assisting ReSPA during the recruitment of 4 vacant positions

Reference Number: 22000

Section 1. Introductory Information

1.1 Background information on the Regional School of Public Administration (ReSPA)

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, 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.

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 a recruiting agency or a team of experts to provide support in the area of Human Resources, more specifically, recruitment of the most suitable candidates for 4 vacant positions.

*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 during the period January-February 2023.

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 experts as physical persons, individually;
- a company/agency on behalf of the experts (the name of the company should be also provided as well as the registration act).

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 experts) or Legal Entity File (for private company/agency) – templates attached to the Procurement Notice**

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application: English.

2.2 The CVs should provide information on the qualifications and competencies of the applicants, 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 related to Human resource management, psychology, including experience in organizing recruitment and selection processes.

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 and companies/agencies are invited to submit a proposal consisting of the following documentation:

- Written methodology: explaining their experience related to the subject and how they intend to respond to the assignment;
- Personal CVs of the proposed experts 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).

- Financial offer (which shall specify a total sum amount in euros as well as max. number of working days proposed).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **23 January 2023** before midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: “Activity No. 22000 Application”.**

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 (company/agency or team of experts) securing the highest final ranking will be invited to negotiate the contract and the fee proposed by ReSPA. 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 **20 January 2023** (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 **21 January 2023**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



Terms of Reference

Request for Services

Recruitment Agency or Team of Experts for conducting the shortlisting of candidates and assisting ReSPA during the recruitment of 4 vacant positions

1. Background

The [Regional School of Public Administration \(ReSPA\)](#) is an international inter-governmental organisation established to enhance regional cooperation, promote shared learning and support the development of public administration in the Western Balkans. ReSPA Members are the Republic of Albania, Bosnia and Herzegovina, Montenegro, the Republic of North Macedonia, and the Republic of Serbia, while Kosovo* is a beneficiary of ReSPA activities. ReSPA's purpose is to assist governments in the Western Balkans to 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). The decision-making body of ReSPA is the Governing Board composed of the Member governments' representatives while the European Commission participates in its works in the capacity of Observer. The activities of ReSPA are executed by its Secretariat which is located in Danilovgrad, Montenegro.

The European Commission (EC) provides directly managed funds for the support of ReSPA activities (trainings, workshops, networking meetings, research and other various capacity development activities) in line with the PAR Agenda and EU accession process. The overall objective of the upcoming EC grant contract (2023-2025) is to assist the reforming of public administrations in the Western Balkans in line with the Principles of Public Administration and European integration, contributing, among others, to good governance. The specific objective of the grant is to strengthen and enhance capacities, innovative practices and regional cooperation in the area of Public Administration Reform (PAR) and improve the implementation of the key horizontal governance aspects identified in the national PAR strategies.

2. Description of the Assignment

The objective of this assignment is to assist ReSPA in recruiting 4 most suitable candidates for 4 (four) vacant positions deriving from the EC Grant Contract, more specifically:

- a. Partnership and Knowledge management officer (international staff);

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- b. Public policy innovations and digitalization officer (international staff);
- c. Communication and Visibility officer (international staff);
- d. Project Assistant (technical and service staff).

The recruiting agency or team of experts shall be in charge for shortlisting the candidates for each of the vacancies listed above as well as assisting the selection committee during the final testing phase, especially during the interviews of the shortlisted candidates, in an observer and advisory capacity. The requirements and eligibility criteria for the four vacant positions listed above are defined by the Job Profiles for these positions (enclosed to this ToR).

Note:

- It is advisable that the team of experts (either proposed by a company or as individuals) is not more than 3 experts.
- In the case of an Agency/company, the names of the proposed experts and their CVs shall be provided during the application phase.

3. Tasks and Responsibilities

The recruitment company or team of experts shall perform the following tasks and responsibilities:

1. Read and absorb the Job profiles and necessary requirements for the four vacant positions listed under point 2 of these ToR – **1 working day**;
2. Review applications against necessary qualification and eligibility as defined by the Job Profiles – deliverable: list of all applicants with the explanatory note on those who met the eligibility criteria and those who did not – **4 working days**;
3. Conduct the short-listing of applicants for each of the vacancies, ranked by the quality of their CV, experience and qualifications. The Agency or the two independent HR experts shall select at least 5 candidates per each position who meet the eligibility criteria and make their competency and personality profiling according to the respective Job Profiles – deliverable list of shortlisted candidates with necessary notes for each candidate– **7 working days**;
4. Provide 2 or 3 recruitment experts (the same who were engaged during the shortlisting process) to assist ReSPA Selection Committee for the final testing phase – deliverable: contribution and advice to the final testing phase (participation at the panel interview as observers), where the experts are expected to provide written feedback on strengths and weaknesses of each interviewed candidate – **7 working days**;
5. Submit the report to ReSPA explaining all the performed activities – deliverable: final report – **1 working day**.

Re-allocation of working days under each phase can be done upon initiation of the assignment, in consultation with ReSPA.

4. Necessary Qualifications and Experience

The experts proposed by the Recruitment Agency or the independent team of experts should comply with the following requirements:

Qualifications:

- MA or graduate degree in Human Resource Management or Psychology, Public Management/Policy and Administration, Law, Economics and related/similar fields.

General professional experience:

- At least 7 (seven) years of experience working in/with public administration and/or related matters.

Specific professional experience:

- At least 5 years of experience in positions and/or assignments related to Human resource management, psychology, including demonstrated experience in organizing recruitment and selection processes;
- Previous engagements in similar assignments in the Western Balkans 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;
- Ability to work with people of different nationalities, religions and cultural backgrounds.
- Ability to work collaboratively online/remotely and via e-mail.

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

5. Timing and Location of Performance

The assignment will be performed indicatively during **January – February 2023**. A more detailed plan of activities will be agreed by ReSPA and the Agency or the team of experts. The assignment will be performed partly home/office based and if need arises at the ReSPA Headquarters, in Danilovgrad, Montenegro.

6. Remunerations

The Recruitment Agency or the team of experts will be remunerated based on the daily fee and the assignment is expected to allocate indicatively up to **20 (twenty) working days**. The working

days are indicatively divided under point 3 of the ToR per each expected phase of the assignment.

The maximum amount of funds allocated for this assignment is **9.000 EUR for a total of up to 20 working days**. *However, the number of working days can vary based on the number of submitted applications, but it shall not be more than 20.*

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.

The payment will be effectuated in one instalment after the completion of the assignment and following the approval by ReSPA of the submitted report.

7. Reporting and Final Documentation

The recruitment agency, or team of experts will be requested to deliver the following documents, in addition to documents related to the recruitment process, before the payment is conducted:

- Report on the performed assignment upon the completion of the recruitment process and documents as stated in the section on tasks and responsibilities;
- Invoice, original and signed, and
- Timesheets.

Enclosure: Job Profiles for the vacant positions as listed in point 2 of these ToR.