

# Procurement Notice

*Assignment name:*

***Expert for delivering the Training on monitoring and reporting of public policies for civil servants from Western Balkans***

*Reference Number: #19035*

## **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 monitoring and reporting of public policies.

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 - May 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 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 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](mailto:procurement@respaweb.eu) by **20 February 2020** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: activity No 19035.**

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. Dragan Djuric, Programme Manager-Coordinator via e-mail: [d.djuric@respaweb.eu](mailto:d.djuric@respaweb.eu), by **17 February 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 **18 February 2020**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

# Terms of Reference

## Request for Services

*Expert for delivering the training on monitoring and reporting of public policies for civil servants from Western Balkans*

### 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, 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 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.

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.

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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

## 2. Description of the assignment

The WB countries in the past years have witnessed the increasing demand for quality of the monitoring and reporting on the implementation of national policies. The key questions in all countries are the same: How to measure the impact of development, adoption, and implementation of public policies on economic growth and wellbeing of society? How does the public administration, which implements policies, contribute to economic growth and overall social development? What consequences and effects do the government policies create for society as a whole or its specific segments? How can the implementation of public policies be monitored, measured, and assessed?

Obviously, the improvement of the monitoring and evaluation of public policies is the priority of government institutions. There are pieces of evidence that public structures still have a stronger focus on monitoring activities rather than performance indicators. Also, the indicators are mostly better defined on output level, than on outcome and impact levels. In addition to that, monitoring reports still are not produced on a regular basis, and policymakers have not adequate information on the progress made through the implementation of planned activities and in achieving policy objectives.

Following these reasons, ReSPA will organize a seminar on monitoring and reporting on different public policies at sectorial or cross-sector level, with emphasizing on examples from Public Administration Reform strategies. The participants in the seminar will be public servants from ReSPA Members involved in the monitoring of various national strategies and public policies.

Therefore, ReSPA intends to contract expert/trainer to develop, design, and deliver the specific seminar on monitoring and reporting of public policies.

Regarding the first part of the seminar devoted to the monitoring of the implementation of public policies, the Expert will have the task to explain and present all relevant aspects related to this topic, with a specific focus on Public Administration Reform Strategies. The Expert is required to present best practices that exist in this regard and to give concrete advice. The Expert will also focus on the main challenges that countries have in the monitoring of public policies and to explanation of content of a Toolkit for the preparation, implementation, monitoring and evaluation of public administration reform and sector strategies, produced by the OECD/SIGMA, and in particular of Annex 6 (part I) of this Toolkit.

Regarding another topic – reporting on the implementation of public policies, particular attention should be, also, devoted to concrete examples of best practices from Public Administration Reform Strategies within the Western Balkan region or broader. In this regard, the Expert will present a Toolkit for the preparation, implementation, monitoring, and evaluation of public administration reform and sector strategies, produced by the OECD/SIGMA, with a focus on its Annex 6 (part II).

The Expert will prepare exercises and case studies related to the topic for which he is responsible. The exercises should allow learning by doing and be accompanied by comments and discussion within the audience. Moreover, their approach should enable an interactive atmosphere and exchange among participants.

### 3. Tasks and responsibilities

The Expert shall conduct the following activities:

- To lead and deliver a seminar of two days duration for up to 25 participants;
- To draft and finalize the seminar agenda and programme and submit for formal approval to ReSPA;
- To prepare necessary practical exercises case studies, presentations and other necessary background materials for the seminar;
- To draft the final report including the evaluation and recommendations for further seminars related to monitoring and evaluation topic;
- Liaise directly with the ReSPA and take into consideration the instructions received beforehand. If necessary, the draft agenda shall be revised and adopted accordingly;
- To respect ReSPA rules on visibility;

### 4. Necessary Qualifications

The Expert shall possess the following profile:

#### Educational background:

- Bachelor degree in Law, Economics, Political Sciences, European Integration, Social Sciences or related field;

#### General professional experience:

- Approximately ten (10) years of professional experience in public administration, international organisations or other related positions related to the panel topic;

#### Specific professional experience:

- Professional experience in monitoring public policies;
- Professional experience in public administration reform or European integration;
- Professional experience in the delivery of practical exercises for public officials;

#### Skills:

- Teamwork;
- Training skills and moderation skills;
- High presentation skills;
- 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

## 5. Timing and Location

The seminar is envisaged to take place at the ReSPA Seat, Danilovgrad, Montenegro. The preparatory work is expected to be performed at the Expert's site. The tentative timeframe for delivery is during the period March-May 2020, while the execution of the training is envisaged for the 29-30 April 2020.

## 6. Remunerations

The assignment will require up to seven (7) expert days structured in the following way: four days for preparation, two days for execution, and one day for reporting.

**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 expenses, which includes: travel, accommodation, local transport, meals, and other incidentals.**

The payment will be done in one installment, following the submission of the final report and necessary documents.

## 7. Reporting and Final Documentation

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

- *Final report* (incl. Annexes) in English for the seminar, which will be submitted no later than two weeks after the completion of the seminar. The report shall include all remarks, inputs, and feedback from the participants, in accordance with the ReSPA Reporting Template and will be subject to the approval of the ReSPA as a contracting authority.
- *Timesheets* (original and signed)
- *Invoices* (original and signed)

The abovementioned documentation shall be delivered to the following contact person and address:

**Mr. Marija Orovic, Programme Assistant**  
**Regional School of Public Administration - ReSPA**  
**PO BOX 31, 81410 Danilovgrad, Montenegro**  
[m.orovic@respaweb.eu](mailto:m.orovic@respaweb.eu)