

Procurement Notice

Assignment name: Expert for preparation of the report on HRMD requirements during COVID-19

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.

The situation with COVID-19 that affected the whole world has also caused huge impact on the Public Administration in the WB countries. As a response to COVID-19 situation, ReSPA established a COVID-19 platform to explore the needs of countries in regard to primarily e-government and quality management and the participants of the summer school on digitalisation which was organised in 2019. During these meetings of COVID-19 platform it was recognised that no changes can happen without people and that there is a need to explore the needs of the WB countries in regard to the HRMD.

Having in mind the above said, there is a need to engage an expert who would prepare a report on the needs of the ReSPA Members in this situation of COVID-19 in the area of HRMD that ReSPA could respond to, with special focus on performance appraisal.

1.2 ReSPA now seeks to engage the Expert who would prepare the report on HRMD requirements during COVID-19.

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 May 2020–July 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 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 **18 May 2020** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the Reference Number 19018.**

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, 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 **13 May 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) by **14 May 2020**.

Terms of Reference

Request for Services

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*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 organizations. 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.

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Description of the assignment

The situation with COVID-19 that affected the whole world has also caused huge impact on the Public Administration in the WB countries. A need for transformation of HRM in the time of crisis was recognised as important not only in this COVID-19 situation, but also in any other crisis situation that the work could be possible affected with.

ReSPA should explore the needs of ReSPA Members in the area of crisis with a focus on HRMD. Special focus should also be placed on the two main thematic areas planned within the ReSPA six-year Strategy: merit-based recruitment and performance appraisal.

As a response to this COVID situation ReSPA established a COVID-19 platform to explore the needs of countries in regard to primarily e-government and quality management and the participants of the summer school on digitalisation which was organised in 2019. During these meetings of COVID-19 platform it was recognised that no changes can happen without people and that there is a need to explore the needs of the WB countries in regard to the HRMD.

Having in mind the above said, there is a need to engage an expert who would prepare a report on the needs of the ReSPA Members in this situation of COVID-19 in the area of HRMD that ReSPA could respond to, with special focus on performance appraisal.

With this document, ReSPA is seeking for an Expert who will conduct the tasks below.

Tasks and responsibilities

The Expert shall perform the following tasks and responsibilities:

- Read the material produced within the COVID-19 platform established by ReSPA and read the draft Guidelines on performance appraisal. (1 day)
- Conduct the interviews with HRMD WG Members from each country, as a follow up of the online meeting of HRMD WG that will be held in May, and obtain information on their needs during the COVID-19 situation but also any other crisis situation which might happen, with special focus on performance appraisal at distance, and potential activities that ReSPA could undertake to respond to the needs of the countries. (5 days)
- Prepare an input for the Guidelines on performance appraisal on performance appraisal at distance (1 day)
- Prepare a report on the identified needs of ReSPA members in the area of HRMD in the COVID-19 situation or any other crisis situation with special focus on performance appraisal and recommendations to respond to country needs through ReSPA in-country support mechanism. The in-country support mechanism is a mechanism through which ReSPA can engage expert/s to provide support to each country in meeting their specific needs. (1 day)

Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- Master in Human Resources or in any other similar field (Law, Political Sciences, Social Sciences, or related field);

General professional experience:

- Minimum 5 (five) years of relevant professional experience in field of Human Resource Management;
- Experience of working in the Western Balkans (desirable).

Specific professional experience:

- Experience in drafting analytical papers or other country inputs in the area of HRMD;
- Experience in provision of capacity building;
- Practical experience in conducting performance appraisal will be considered as an advantage.

Skills:

- Team work;
- Project development skills;
- Training skills and moderation 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.

Timing and Location

The assignment foresees work from home. The assignment will be performed from May 2020–July 2020. The duration of the assignment is **8 working days** (spread over a period of 3 months).

Remunerations

The assignment foresees up to **8 working days** for the Expert.

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

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

- Report on HRMD needs and recommendations on how to meet them in time of COVID-19 and any other crisis.
- Input for Guidelines for performance appraisal.

Documents required for payment

- Invoice (signed original);
- Timesheets (signed original).