

Procurement Notice

Assignment name: Expert for presentation of a draft study devoted to the merit based recruitment to the Human Resource Management and Development (HRMD) Working Group (WG) members and its finalisation based on the inputs obtained.

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.

In 2020 ReSPA supported the development of the draft study on how to make merit-based recruitment work. The aim of the draft study is to leverage the previous research undertaken by ReSPA by drawing broader lessons from the Western Balkans for the Western Balkans on how to make merit-based recruitment work more effectively. The study has been developed with the support of six regional experts from the Western Balkans and the lead expert from the University of Nottingham. A central output of the 2020 study has been the development of a framework for the self-assessment of merit-based recruitment. The framework has been applied to the ReSPA Member countries.

ReSPA is planning to present the draft study to the HRMD WG members and to obtain their inputs which would support finalization of the study. The workshop will further provide the floor for the exchange of experience among the country representatives.

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

1.2 ReSPA now seeks to engage the Expert who would present a draft study to the HRMD WG members and who would finalise the study based on the inputs obtained from the WG members.

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

1.4 Tentative timeframe: the assignment is expected to be performed on September 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 September 2020** before 11 CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the Reference Number 20037.**

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 **14 September 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 **15 September 2020**.

Terms of Reference

Request for Services

Expert for Merit-based Recruitment

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

ReSPA established the Human Resources Management and Development Working Group (HRMDWG). It is composed of senior professionals, decision-makers and expert practitioners who are granted an opportunity to share lessons learned, establish lasting working relations among individuals and institutions, and generate ideas which would promote more effective solutions to strengthen HRMD in WB.

Merit recruitment is at the centre of professional, de-politicised civil service systems. It is essential for the economic development, the consolidation of democracy, the prevention of corruption and the performance of government. In 2015, the Working Group on HRMD commissioned a regional study on the implementation of merit recruitment procedures in the Western Balkans. The study involved close collaboration with Working Group members, research by regional experts and a survey of personnel managers of central government ministries, subordinated organisations and, in the cases of Kosovo* and Macedonia, municipalities. The regional study stressed the significant progress that has been made in the area of merit recruitment since the early 2000s and it also provided regional and country specific recommendations.

In 2018 ReSPA conducted an update of the study in which it allowed for an examination of progress between 2015 and 2018, the extent to which recommendations were implemented and the identification of new challenges that had emerged since the publication of the 2015 regional study. One of the challenges that was identified was that the capacity to effectively implement merit recruitment procedures.

In 2020 ReSPA supported the development of the draft study on how to make merit-based recruitment work. The aim of the draft study is to leverage the previous research undertaken by ReSPA by drawing broader lessons *from the Western Balkans for the Western Balkans* on how to make merit-based recruitment work more effectively. The study has been developed with the support of six regional experts from the Western Balkans and the lead expert from the University of Nottingham. A central output of the 2020 study has been the development of a framework for the self-assessment of merit-based recruitment. The framework has been applied to the ReSPA Member countries.

ReSPA is planning to present the draft study to the HRMD WG members and to obtain their inputs which would support finalization of the study. The workshop will further provide the floor for the exchange of experience among the country representatives.

Having in mind the above said, there is a need to engage an expert who would present a draft study to the HRMD WG members and who would finalise the study based on the inputs obtained from the WG members.

Tasks and responsibilities

The Expert shall perform the following tasks and responsibilities:

- Prepare presentation of the draft study. (1 day)
- Participate in the online workshop which will be held on 23 and 24 September and present the study to the ReSPA HRMD WG. (1 day)
- Encourage the HRMD working group members to provide comments which will be used for finalising the study.
- Based on the comments obtained finalise the study (2 days).

The Expert shall take into considerations the comments and suggestions received from the ReSPA Programme Manager in charge of this action. The final study will be subject to approval by ReSPA before the payment is executed.

Necessary Qualifications

The Expert shall possess the following profile:

Qualifications and skills:

- PhD degree in Law, Public Administration, Political Sciences, Social Sciences, Economics, MBA 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.

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 and will be performed during September and October 2020. The duration of the assignment is **4 working**. The online workshop is planned to be held on 23-24 September 2020.

Remunerations

The assignment foresees up to **4 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

- Finalised study on making merit-based recruitment work

Documents required for payment

- Invoice (signed original);
- Timesheets (signed original);
- Report on the conducted assignment.