Procurement Notice

Assignment name: Expert in Human Resource Management and Information System (HRMIS)

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 July 2020, ReSPA produced a study Making Merit Recruitment Work: Lessons from and for the Western Balkans which states that it should be a priority for several countries in the Western Balkans to establish functional human resources management information systems including central portals for the online management of civil service recruitment. In many respects, it is the starting point for the management of the recruitment process. If set up properly it allows and facilitates these subsequent examination and selection of candidates.

1.2 ReSPA now seeks to engage an Expert who will prepare and present the study which will encompass the best regional practices and recommendations for improvement of HRMIS in respective countries.

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 November 2020 to January 2021

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

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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

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 **03 November 2020** before 2 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the Reference Number 20041**.

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 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 **28 October 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 **30 October 2020**.

Terms of Reference
Request for Services

HRMIS Expert

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 organisations. 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.

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.

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.

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Description of the Assignment

In November 2018, ReSPA Strategy 2019-2024 was adopted and the two-year Programme of Work with an Action Plan was developed. ReSPA Strategy recognises that further professionalisation and depolitisation are needed for adequate improvement of the public administration capacity in the Western Balkans (WB). In accordance with SIGMA findings, the institutional capacities for ensuring adequate implementation of HRM practices are limited. All WB countries face similar challenges in the public service and in Human Resources Management (HRM). Improving professionalisation and depolitisation of the senior civil service has been a focus of ReSPA from its establishment and will be continued with the main focus on the following areas identified by the beneficiary administrations of the region: merit-based recruitment and selection and performance appraisal and career development.

Nowadays a modern HRMD cannot be imagined without IT tools and opportunities IT offers. So, the role of e-Governance in the process of HRMD is increasing every day. Digitalization process of many public administration activities push the idea of broader usage of electronic systems/ applications in professionalization of public administration, which would bring to cheaper, easier and more transparent public administration.

At the meeting of the HRMD WG held in September 2015 the participants had an opportunity to learn about the HRMIS developments in Albania and to compare and contrast their own activities in this regard with those in other ReSPA members.

As a practical follow-up to this meeting, ReSPA organised the meeting of the HRMD Working group members on the progress made as of 2015 and possible future activities. HRMIS was one of the topics of the meeting, ReSPA prepared Baseline on HRMIS on the HRMIS state of art in the region with a special focus on achievements and best practices, obstacles faced, differences in outsourcing or in house developments, interoperability with other IT platforms and models for data exchange, and data accuracy, in accordance with the conclusions from the previous meeting. ReSPA intends to prepare a study which would present the progress made as of 2015 and recommendations for further improvement.

In July 2020 ReSPA produced a study *Making Merit Recruitment Work: Lessons from and for the Western Balkans* which states that it should be a priority for several countries in the Western Balkans to establish functional human resources management information systems including central portals for the online management of civil service recruitment. In many respects, it is the starting point for the management of the recruitment process. If set up properly it allows and facilitates these subsequent examination and selection of candidates.

With this document, ReSPA is seeking for one HRMIS expert who would, based on the recommendations from the last HRMD meeting held in September 2015 and the instructions received from ReSPA, conduct the below stated activities.

Tasks and Responsibilities

The Expert on HRMIS shall perform the following tasks and responsibilities:

Preparation of the survey (4 days)

- Read ReSPA studies, Baseline on HRMIS produced in 2015 and other documents relevant for the research. (2 days)

- Develop a country questionnaire for the HRMD and IT Working group members on the HRMIS state of art in the region with a special focus on achievements and best practices, obstacles faced, differences in outsourcing or in-house developments, interoperability with other IT platforms and models for data exchange, and data accuracy, in accordance with the conclusions from the previous meeting. (2 days)

- Recommend at least two countries with good HRMIS practice.

Conducting survey and preparation of the study (9 days)

- Analyze the information received from the HRMD Working group member, as well as the IT expert in charge of HRMIS. Conduct online meetings with HRMD WG members (one per country) and clarify the remaining issues. (7 days)

- Prepare the study which will present the state of art in each country, the best regional practices and recommendations for improvement of HRMIS in respective countries. (2 days)

Presentation of the study at the online workshop (2 days)

- Provide comments on the draft discussion paper related to the workshop, as per the inputs received from ReSPA;

- Present the study findings during the meeting of the Working group on HRMD. Moderate the HRMIS session during the meeting and obtain feedback from the group on the follow up activities related to HRMIS that can be undertaken by ReSPA in the future. (2 days)

- Provide support to the WG members during the session related to the ReSPA mechanisms of support to the countries (in-country support) in identifying the follow up activities that could be implemented at the country level with ReSPA support.

Finalisation of the study (3 days)

- Finalize the document after the event and prepare the report on the conducted assignment. (3 day)

Throughout the duration of the assignment, the expert will collaborate closely with ReSPA and a variety of ReSPA stakeholders.

Necessary Qualifications

The experts shall possess the following qualifications:

Educational background:

- At least B.Sc. (M.Sc. would be considered as an advantage) in Law, Economy, Social Sciences, Computer Science, Business Administration, Public Administration, or related field;

General professional experience:

- Minimum 5 (five) years of experience in the field of information system development.

Specific professional experience:

- Minimum 2 (two) years of experience dealing with issues of HRM/HRD and/or e-Government or issues related to the area of the meeting;
- Working experience on similar networking and capacity building activities in the field of HRMIS development at national or international level in particular in the Western Balkan countries;
- Experience in drafting analytical papers or other country inputs related to the area of expertise.

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 participation in the Workshop organised by ReSPA. The assignment will be performed from November 2020 to January 2021. The Workshop will be held online prior to completion of the study (beginning of December 2020) and the expert will be informed in written about the dates.

Remunerations

The assignment foresees engagement of **18 (eighteen) working days**.

Activity	Max. No. of working days
Preparation of the survey	4
Conducting survey and preparation of the study	9
Presentation of the study at the online workshop	2
Finalisation of the study	3
TOTAL:	18

The daily fee will be defined in accordance with the ReSPA expert selection procedure, based on assessed and evaluated expert's capacity. The payment will be made in one instalment, following the submission of the publication and its approval by ReSPA.

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:

Output

- Study on HRMIS;

- Power point presentation for the workshop.

Documents required for payment

- Invoice (original and signed);

- Timesheets (original and signed);

- Report on the conducted assignment.