

## Procurement Notice

*Assignment name:*

### **Expert in European Integration for Delivering the Closing Presentation at ReSPA Summer School on the challenges for Further Enlargement of European Union European Integration 2019**

*Reference Number: EXPERT 2, #19024*

#### **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) 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 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 European Integration.

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 June-July 2019.

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 **12 June 2019** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number EXPERT 2, activity No: 19024.**

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 via e-mail: [d.djuric@respaweb.eu](mailto:d.djuric@respaweb.eu), by **04 June 2019** (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 **05 June 2019**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

# Terms of Reference

## Expert in European Integration for delivering the closing presentation at ReSPA Summer School on the Challenges for Further Enlargement of European Union

### Introduction

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.

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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) 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

Following consultations and expressed interest of the ReSPA Members, it has been decided that ReSPA should continue with organization of activities which contribute towards European Integration efforts in the Western Balkan region. One of these traditional activities is ReSPA Summer School on European Integration.

## Purpose

In order to implement its Programme of Work for 2019-2020, and to fulfil expectations of its stakeholders, ReSPA is organising the Summer School on European Integration.

The purpose of this activity is to improve knowledge and professional skills of participants working on EU affairs related to the accession talks in general, challenges for further enlargement of EU matters covered by Accession Negotiations process; and to provide them with opportunity to network with colleagues from the region.

The Summer School will be held in ReSPA premises in Danilovgrad, Montenegro, from 1 to 5 July 2019.

## Objectives and Scope of the Assignment

The objectives of the ReSPA Summer School on European Integration:

- To improve and update knowledge and understanding of the EU, as wider context, with a focus on the latest developments – results of the elections for European Parliament, the new EU initiatives for the Western Balkans, current debate on “new”, post-Brexit Europe, the most contended issues and policies during the process of re-defining shape of the EU, the causes and consequences of ongoing challenges of EU;
- To provide the experts analysis of results of May’s election for European Parliament and vision of potential options for the future of Enlargement policy;
- To deepen the knowledge on accession negotiation process and negotiation technics, and understanding of the issues covered by particular negotiation Chapters, to learn from concrete experience of particular countries;
- To equipped participants with concrete experience form Croatia with lessons learned on utilization of EU pre-accession support and utilization of post-accession structural and cohesion funds;
- To provide better inside on new EU Financial Framework for period 2021-2027, and plans for future Instrument for Pre-accession Assistance;
- To inform the participants of the state of affairs in the region regarding the process of accession negotiation, and preparation for the negotiation, and to derive common lessons from the various experiences;
- To inform the participants of the efforts of the civil society organizations in monitoring the EI process and advocating for sustainable implementation of the reforms in order to secure the “substantial social changes” in the region;

- To gain deeper knowledge of new initiatives from CSOs regarding the improvement of European integration process;
- To equip participants on the most important economic repercussions of EU integration process, on the level of economic convergency between Western Balkans and EU, on the experiences, achievements and challenges in improvements of regional trade in Western Balkans, and current activities organised under umbrella of Regional Economic Area (REA);
- To build connections among participants for future regional cooperation, in light of fact that the improvement of the regional cooperation is fundamental to the accession process of the regional aspirants for EU membership.

#### Summer Schools' expected outcomes

In result, the participants:

- Will have profound understanding of the processes of change in the European Union and their implications on the enlargement policy, which will enable them to approach their assignments with a view of the wider context;
- Will grasp the rationale and identify the details about the concepts and the particular issues comprised in particular negotiation chapters, which will facilitate their daily work;
- Will gain an outlook on the possible challenges, and learn from the experiences of neighbouring countries;
- Will learn of state of affairs regarding European Integration in each of the aspirants to EU Membership across the Western Balkans, and through discussion on the common problems, they will gain various perspectives on the similar situations.

This Summer School will bring together representatives of governmental institutions, senior to mid-level professionals with experience in EU affairs, actively taking part in the European integration processes, from: central EU coordination institutions, ministries in charge of foreign affairs, justice, internal affairs, public administration, finance, offices of Prime Ministers, and from the offices of Chiefs of the SAA/Accession Negotiation Teams, and others actively involved in the European Integration process.

In order to implement this activity, ReSPA shall contract one expert experienced in process of the European integration.

## Tasks and Responsibilities

The Expert is expected to perform the following tasks:

To prepare for and actively participate at the ReSPA Summer School on European Integration, and in particular:

- To give the closing presentation at the end of the Summer School on the on the latest developments in EU – results of the elections for European Parliament, and related

- consequences on Enlargement policy, and to answer questions from the audience;
- To prepare a report with recommendations for follow up activities – to be submitted to ReSPA in English language (up to 3 pages), after the Summer School.

To liaise directly with the responsible ReSPA Programme Manager and take into consideration instructions received beforehand. All the materials should be submitted to the responsible ReSPA Programme Manager for approval beforehand and, if necessary, all adjustments will be done in accordance with suggestions by ReSPA Programme Manager.

## Necessary Qualifications

### Educational background:

- Advanced degree in European Studies, International Relations, Law, Economics, Political Science or related field;

### General professional experience:

- Minimum 10 years of professional experience in public administration, international organisations, universities or research institutes;

### Specific professional experience:

- Minimum 3 years of experience in the field of European affairs, legal harmonization of the national legislation with the EU acquis or European Integration process;
- Professional experience in similar capacity building activities, especially in the role of lecturer / presenter;

### Skills:

- Team work;
- Presentation skills;
- Training and moderation skills;
- Excellent written and oral communication skills in English;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

## Time-frame, Level of Effort, and Location

The main assignment is to be completed between 27 June and 10 July 2019. The Expert is expected to participate at the ReSPA Summer School on the challenges for further Enlargement of European Union that will be held in ReSPA premises in Danilovgrad, Montenegro, from 1 to 5 July 2019.

The Level of Effort (LoE) is estimated at 5 (five) working days, as follows:

- 2 (two) days for preparation of the presentation for the Summer School;
- 2 (two) days for active participation at the Summer School;

- 1 (one) day for follow-up activities and preparation of the report for ReSPA.

The Assignment foresees work from home, and participation at the Summer School in ReSPA in Danilovgrad, Montenegro during the first week of July 2019.

## Remunerations

The Assignment foresees 5 (five) expert days. The daily fee shall be determined based on the expert's experience within maximum rate allocated for this activity and following the profiling performed in accordance with ReSPA rules. The payment will be done in one instalment, following the submission of the final report and necessary documents.

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 costs which include, travel, accommodation, local transport, meals and other incidentals.

## Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- *Final report* in English, no later than three days after the completion of the Assignment. The report will be subject of approval of the ReSPA as a contracting authority;
- Timesheet (original and signed);
- Invoice (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.ovic@respaweb.eu](mailto:m.ovic@respaweb.eu)