



[Reference number: 17070/SR](#)

PROCUREMENT NOTICE

Assignment Name: Analysis of training programmes of the National Academy for Public Administration (NAPA)

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 organisation 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 them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. 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.

1.1 ReSPA now seeks to engage an expert to conduct the analysis and assess relevance of the existing training programmes of NAPA for their wider implementation (with recommendations for improvement and/or adaptation). The expert's deliverables should provide the ground for making the decision about the future programmes to be implemented by NAPA.

1.2 Tentative timeframe: the assignment is expected to be performed during August - September 2018, however, the precise dates will be agreed with the beneficiary institution.

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application: The CVs and supporting documentation shall be prepared in English.

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

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 professional experience in relation to the assignment;
- Examples of professional experience in development and implementation training programmes and curricula for civil/public servants.

2.3 The required qualifications, experience and skills: as per Terms of Reference

Section 3. Submission of CVs and supporting documentation

3.1 The applicants are invited to submit the following documentation:

- **Proposal:**
 - Explaining the experience of applicants related to the assignment defined by the Terms of Reference;
- **Personal CV** including 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 if considered necessary)

3.2 The required documentation should be submitted in electronic format by e-mail and with the reference number – 17070/SR stated in the title to the following address: procurement@respaweb.eu by 7 August 2018 before 16H00. Late submissions will not be considered for evaluation.

Public servants of ReSPA Members and Kosovo* are not eligible to apply.

Section 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 negotiate the contract.

Section 5. Final Considerations

5.1 The payment will be done in one instalment, following the submission and approval of the deliverables.

5.2 The following documents are 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 ReSPA can 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 Duško Glodić, Programme Manager (Legal) via email: d.glodic@respaweb.eu .

Any request for clarification must be sent by standard electronic communication to the above email address.

Terms of Reference Request for Services

1. Purpose

The Regional School of Public Administration (ReSPA) supports institutions of its Members and beneficiaries through the In-country support. The National Academy for Public Administration (NAPA) of the Republic of Serbia is responsible for professional development of civil servants. The training programmes of NAPA (general programmes and programmes for managers) are every year to be adopted by the Government as per the proposal by NAPA. In order to develop the new training programmes, as envisaged by the relevant legislation, and prepare them for the adoption by the Government, NAPA intends to have an expert at its disposal to analyse the content of the existing NAPA training programmes and their relevance for implementation in public administration bodies in accordance with the Law on NAPA.

2. Description of the Assignment

The expert is supposed to provide the analyses and to draft the document assessing the relevance of the existing training programmes of NAPA for their wider implementation (with recommendations for improvement and/or adaptation). This should serve as a basis for decision making on the future training programmes to be implemented by NAPA. In particular, the assignment should include the revision of the existing programme of NAPA (http://www.suk.gov.rs/sr/strucno_usavrsavanje/index.dot) and analysing its applicability for the local self-governments in Serbia and other bodies of the public administration. The expected deliverable of the expert's engagement is the analytical document under the title "Relevance of the General training programmes for civil servants (adopted by the MPALSG in 2017) for the capacity building of employees in PA bodies according to the Law on NAPA, with recommendations."

The analytical document should, in particular, provide the explanation on which training programmes, that are already adopted could be implemented at the local level as well as for the other bodies of the public administration without any changes, then training programmes that are not relevant for them (with explanation of reasons), and finally – explanation on which training programmes could be implemented with modifications and recommendations for the modifications/adaptation of training programmes. An additional issue covered by this document would be recommendations for development of the on-line courses (based on the existing training programmes) using the new NAPA on-line platform.

The level of effort for this assignment is 13 expert days. The expert shall perform the following assignments:

1. Consultations with NAPA and desk analysis – analysis of the legal framework regulating the area of professional training in the public administration, analysis of the existing general training programmes, analysis of the relevant studies and training needs assessment

- reports –the review of the legal framework and other relevant documents delivered – 4 expert days,
2. Preparation of the first draft of the analytical document –the draft analytical document delivered – 4 expert days,
 3. Internal consultations/workshop with the NAPA management and staff, as well as other stakeholders regarding the first draft of the analytical document in order to collect inputs and opinions – 1 expert day,
 4. Preparation of the second draft of the analytical document with recommendations following the previous consultations – 2 expert days,
 5. Finalisation of the Analytical document and presentation to the NAPA staff with discussion on the results – 1 expert day,
 6. Preparation of the comprehensive report on the performed assignment with highlighted added value by the expert's intervention – 1 expert day.

3. Tasks and Responsibilities

In order to accomplish the above described assignment, the expert shall perform the following tasks:

1. Prepare above mentioned documents;
2. Conduct the consultations as described above;
3. Liaise directly with ReSPA and NAPA in implementation of these tasks,
4. Follow instructions given by the representatives of ReSPA and NAPA,
5. Respect rules on visibility defined by ReSPA, use of templates for powerpoint presentations, if applicable, etc.

4. Necessary Qualifications, Experience and Skills

The expert shall possess the following qualifications, experience and skills:

Educational background:

- University degree in Law, Public Administration, Social Sciences, Political Sciences, or related field;

General professional experience:

- Minimum five years of work experience in the public administration of the Republic of Serbia;

Specific professional experience:

- Experience in performing similar assignments;
- Proven track record in providing consultancy for the public administration;
- Proven track record in the area of improvement of the public administration.

Skills:

- Team work;

- Analytical skills;
- Training skills and moderation skills;
- Excellent written and oral communication skills in both English and Serbian;

5. Location and Timing

The assignment is envisaged to be performed at the expert's place of residence and in Belgrade, Serbia. The tentative timeframe for delivery is during August - September 2018. The precise dates of delivery will be later agreed with the selected expert and NAPA.

6. Remuneration

The contracted expert will be remunerated on the basis of a daily fee. The concrete fee for the selected expert will be determined based on the applicant's experience in accordance with the applicable ReSPA rules and within the budgeted maximum for this assignment.

Level of effort for the performance of assignment is thirteen (13) expert days structured as specified under point 2 of these Terms of Reference.

In addition to the expert's fee, if the expert is not residing in Belgrade, ReSPA will organise and cover the international round travel for the expert to and from Belgrade. The expert will be provided with per diems during his/her mission in Belgrade, Serbia. ReSPA shall apply per diem's scale defined for EU external actions and per diem shall cover: accommodation, meals, local travel within the place of mission and sundry expenses.

7. Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- *Final analytical document approved by NAPA;*
- *Final report* (incl. Annexes) in English including all remarks, inputs and feedback from the beneficiary institution, the report will be subject of approval of the ReSPA as a contracting authority;
- *Timesheets* (original and signed);
- *Invoices* (original and signed);
- *Boarding passes, if applicable* (original).