

Procurement Notice

Assignment name: Expert for analysis of legal frameworks and preparation of the strategic document for harmonization of HR functions in the civil service system of the Federation of Bosnia and Herzegovina

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.

ReSPA supports its members through its mechanisms of support and one of them is the in-country support mechanism. This mechanism addresses the specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

Civil Service Agency of the Federation of Bosnia and Herzegovina submitted the request for providing support in development of the strategic document for Human Resources Development of the Federation of Bosnia and Herzegovina. The document shall provide a short overview on current situation in implementing HR functions and proposal for some activities which can contribute to the enhancement of HR functions in the civil service authorities. The joint activities are planned to be implemented with the cantonal ministries of justice and administration. The document is planned to be adopted by the Government of the Federation of BiH with recommendation for cantons to adopt it.

1.2 ReSPA now seeks to engage an expert who will provide support in development of the strategic document for harmonization of HR functions in the civil service system of the Federation of Bosnia and Herzegovina

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 March – May 2022.

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 **17 March 2022** before 2 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the Reference Number 22900/ Development of the strategic document for harmonization of HR functions in the civil service system of the Federation of Bosnia and Herzegovina.**

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 **14 March 2022** (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 March 2022**.

Terms of Reference

Request for Services

Expert for analysis of legal frameworks and preparation of the strategic document for harmonization of HR functions in the civil service system of the Federation of Bosnia and Herzegovina

Background

The Regional School of Public Administration (ReSPA) is the inter-governmental organisation for enhancing regional co-operation, 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.

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.

² * 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

ReSPA supports its members through its mechanisms of support and one of them is the in-country support mechanism. This mechanism addresses the specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

This Terms of Reference (ToR) refers to the request submitted to ReSPA by the Civil Service Agency of the Federation of Bosnia and Herzegovina for providing support in development of the strategic document for Human Resources Development of the Federation of Bosnia and Herzegovina.

Description of the assignment

Since the civil service management system in the Federation of BiH is characterised by incomplete and inadequate HRM policy framework, Civil Service Agency of the Federation of Bosnia and Herzegovina (CSAFBIH) has initiated its improvement, within the project *“Strengthening HRM in the institutions of Bosnia and Herzegovina”* (in the text: HRM project). As a result, and in accordance with the Action plan of the PAR Strategy 2018-2022, measure 2.1, by initiative of the CSAFBIH, the Government of the Federation of BiH has adopted the document Policy on Human Resources Development in 2021 (“Official Gazette of the Federation of BiH “No 86/21”).

The Policy represents a fruitful starting point for: a) new model of harmonized civil service system in BiH aligned with SIGMA principles in the field of human resource management and civil service; b) supporting long-term and medium-term strategic goals and priorities of the Government of the Federation of Bosnia and Herzegovina; c) a comprehensive approach to governance policy of development of human resources that support and implement strategic management human resources, which includes: optimization of civil service bodies; human resource planning, workload analysis; classification and systematization of jobs; filling vacancies; professional development and development.

As underlined by the EC report for 2021, the civil service management system in the Federation of BiH is lacking harmonisation. Key problems are related to the overlapping regulatory framework of the civil service system and different HR practices and their implementation. CSAFBIH wants to respond to the current situation regarding the implementation of 8 (eight) different civil service laws.

For the Federation of BiH it is of importance to have one document which will elaborate current discrepancies in the civil service system in the Federation of BiH and give strategic direction towards the harmonization of HR functions in the civil service system. Having this in mind, the Government of the Federation of BiH has nominated the Network for Human Resources Development in civil service bodies in the Federation of Bosnia and Herzegovina. The Members of the Network are representatives from Federal Ministry of Justice and all 10 (ten) cantonal ministries of justice / administration.

The objective of this project is to provide a short overview on current situation in implementing HR functions and to propose some activities which can contribute to the enhancement of HR functions in the civil service authorities.

The structure of the documents shall follow key principles: a) open coordination method; b) equal opportunities for all and gender equality; c) horizontal and vertical coordination in the Federation

of BiH; d) partnership; e) transparency. The structure of the document will include: development of strategic platform including: situation analysis, short overview of the current situation and vision; development of measures and strategic goals; identification of indicators.

The strategic document shall be focused on the legal aspects of implementation of civil service laws in the Federation of BiH including specific elements: several elements: HR planning; vacancy and recruitment procedures (using competency-based model); job positions in the civil service; HRMIS database interoperability; professional development and performance appraisal; disciplinary procedures; mobility of civil servants; dismissal of civil servants. The list will be finalised upon consultation with key stakeholders (ministries of justice in the Federation of BiH, local government units).

Following the measures 2.1.6 and 2.1.10 from the Action plan of the PAR Strategy, and having in mind different human resources management set up in the Federation of BiH, the Government of the Federation of BiH adopted the Decision on Initiation of development of the Strategy for HR Development ("Official Gazette of the Federation of BiH "No 97/21) with coordinated approach in terms of inclusion of cantons and local self-government units through the Association of Municipalities and Cities of the Federation of Bosnia and Herzegovina, especially in the phases of defining strategic goals, priorities and measures to reflect all levels of government in the Federation.

The joint activities are planned to be implemented with the cantonal ministries of justice and administration. The document is planned to be adopted by the Government of the Federation of BiH with recommendation for cantons to adopt it.

Having in mind the above said ReSPA is seeking for an **expert who will provide support in development of the strategic document for harmonization of HR functions in the civil service system of the Federation of Bosnia and Herzegovina**

Tasks and responsibilities

The expert shall perform the tasks which will include following phases:

PHASE 1 Conducting desk research and preparation of the inception report (10 days)

- Conduct analysis of civil service laws in the Federation of BiH and their implementation
- Draft methodological approach in coordination with CSAFBIH with a draft timeline and key stakeholders needed to be consulted during the process (experts and CSAFBIH)
- Prepare an Inception report (maximum 10 pages) that summarizes the main findings of the desk research.

PHASE 2 Collecting data through defined instruments (focus groups, interviews) and preparation of the Strategic document (10 days)

- Field visits in the Federation of BiH (10 maximum) with cantonal ministries of justice/administration and conducting focus groups with key stakeholders (ministries of justice/administration)

- Conducting 5 interviews with key stakeholders, interviews with key actors in PAR: PARCO, federal ministry of Justice, and other relevant actors
- Drafting strategic document with mid-term Action plan and sending the draft documents for comments.
- Debriefing with CSAFBIH (discussing key findings)
- Finalisation of the documents based on the comments obtained.
- Presentation and promotion of the strategic document at the final one-day event (location in BiH).

PHASE 3 Reporting (1day)

- Preparation of the report in English language for ReSPA with recommendations for potential future regional activities. (1 day)

The engaged expert will liaise directly with the Civil Service Agency of the FBiH. CSAFBIH will provide the expert with all necessary information. The CSAFBIH will provide the expert with all necessary information. The CSAs will also provide facilities and/or necessary logistics in order to enable and facilitate implementation of the activities during preparatory phase, coordination meetings, focus group events, etc. whether held online or in conference rooms. The engaged expert shall also liaise with the ReSPA Programme Manager in charge of the assignment and will take into consideration the instructions received beforehand.

Necessary Qualifications

The expert shall possess the following profile:

Qualifications and skills:

- At least B.Sc. in Law, Economy, Social Sciences, Business Administration, Public Administration, or related field;

General professional experience:

- At least 5 (five) years of experience in the area related to PAR.

Specific professional experience:

- Experience in analysis of legal frameworks and preparation of related analytical documents;

Skills:

- Teamwork;
- 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 on the site. The assignment will be performed within the period March – May 2022. The planned meetings and the final event will be implemented in line with the country COVID restriction measures. The date and place of the final event will be agreed in consultation with the CSAFBiH.

Remunerations

The assignment foresees up to **21 (twenty-one) working days**.

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

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

- FBiH Strategy for Human Resources Development

Documents required for payment

- Invoice (signed original);
- Timesheets (signed original);
- Report on the conducted assignment with recommendations (in English language).