

# Procurement Notice

*Assignment name: Conducting monitoring process and updating toolkit*

## **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\*<sup>1</sup> 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.

In 2020 ReSPA revised its Intervention logic and its monitoring framework. The framework consists of monitoring impacts, outcomes and relevant outputs (Direct and Induced outputs). ReSPA also developed the toolkit for monitoring and reporting.

Since this toolkit has been developed for the first time, there is a need for potential updating. ReSPA plans to conduct its monitoring in ReSPA members in June 2021. This monitoring will also provide floor for identifying the baseline and the target for each indicator. The participants of ReSPA activities in this first monitoring action will be given opportunity to identify baseline and target for the indicators defined in the Monitoring toolkit.

1.2 ReSPA now seeks to engage the Expert who would provide support in conducting monitoring process and updating toolkit.

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 February 2021 - December 2021.

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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

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 (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](mailto:procurement@respaweb.eu) by **04 February 2021** before 2 PM CET. Late submissions will not be considered for evaluation. **The application should contain in the e-mail the assignment name.**

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 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](mailto:r.bartula@respaweb.eu), by **29 January 2021** (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 **2 February 2021**.

# Terms of Reference

## Request for Services

*Expert for monitoring and evaluation*

### 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\*<sup>2</sup> 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.

In November 2018 ReSPA adopted its Strategy 2019-2024. The development of the Strategy was a collective endeavour by ReSPA staff, Governing Board and Working groups' members, the Advisory Board and the European Commission. The Strategy is accompanied by an Intervention logic with Inputs, Activities, Outputs, Specific Objectives (Outcomes), Overall Objectives (Impacts) and their corresponding indicators.

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## Description of the assignment

In 2020 ReSPA revised its Intervention logic and its monitoring framework. The framework consists of monitoring impacts, outcomes and relevant outputs (Direct and Induced outputs). ReSPA also developed the toolkit for monitoring and reporting. The toolkit was adopted by the Governing Board at its meeting in December 2020.

According to the Monitoring toolkit the Outcome indicators are selected from the SIGMA Public Administration Principles that are relevant to ReSPA thematic areas. ReSPA will use the SIGMA reports on these indicators for measuring its contribution to the Western Balkan members in PAR progressing.

As for the indicators of the outputs ReSPA developed indicators for both Direct and Indirect outputs and developed a methodology for their monitoring. Since this toolkit has been developed for the first time, there is a need for potential updating. ReSPA plans to conduct its monitoring in ReSPA members in June 2021. This monitoring will also provide floor for identifying the baseline and the target for each indicator. The participants of ReSPA activities in this first monitoring action will be given opportunity to identify baseline and target for the indicators defined in the Monitoring toolkit.

By this ToR ReSPA is looking for an expert who would conduct the below stated tasks.

## Tasks and responsibilities

The assignment will include the following tasks and responsibilities:

### **Presentation of the Monitoring toolkit (2 days)**

- Preparation of the presentation and presentation of the monitoring toolkit to ReSPA working groups (up to 6 online meetings). Each presentation will be up to 1 hour including the questions and answers.

### **Conducting monitoring (13 days)**

- Meet with ReSPA staff and provide instructions for the launching of the monitoring questionnaires for each ReSPA Member in June 2020. (2 day)
- Provide instructions and support to the ReSPA staff in the analysis of information obtained during the survey (5 days).
- Provide instructions and support to the ReSPA staff in the preparation of the report on the conducted survey. (5 days)
- Present results of the first monitoring report and revised toolkit at the GB meeting. (1 day)

### **Updating of the toolkit (5 days)**

- In consultations with the ReSPA staff, upgrade the toolkit based on the lessons learned from conducting the first monitoring process.

The Expert shall take into consideration the comments and suggestions received from ReSPA.

## **Necessary Qualifications**

The Expert shall possess the following profile:

### **Qualifications and skills:**

- University degree in organisational development, organisational behaviors, business management, strategic planning, or other related fields;
- Fluency in both written and spoken English language.

### **General professional experience:**

- At least 10 (ten) years of relevant professional experience in the EU context;
- Experience of working in the Western Balkans (desirable).

### **Specific professional experience:**

- At least 5 years of experience in monitoring and/or evaluation of programmes and/or institutions or agencies financed by the EU;
- At least one assignment in designing/developing M&E system;
- Monitoring and/or evaluation of programmes in the public administration will be considered as an advantage;
- Experience in provision of capacity building in the area of M&E.

## **Timing and Location**

The assignment foresees work from home and work in ReSPA premises if feasible due to pandemic crisis. The assignment will be performed from February to December 2021.

## **Remunerations**

The assignment foresees engagement of **20 (twenty) working days**.

Activity	Max. No. of working days
1. Presentation of the Monitoring toolkit	2
2. Conducting monitoring	13
3. Updating of the toolkit	5
<b>TOTAL:</b>	<b>20</b>

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 on completion of the assignment 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**

- Monitoring report
- Revised toolkit

### **Documents required for payment**

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