

## Procurement Notice

Assignment name:

**Senior Expert for supporting ReSPA in organising activities related to IPA III**

**Reference Number: #21071**

### **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 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) co-ordination process and five Working groups: (1) Centre-of-Government

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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

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 organising activities related to IPA III**.

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 October 2021 – January 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 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 expert / researcher.

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** by **27 October 2021 before midnight**. Late submissions

will not be considered for evaluation. The application should contain in the e-mail title the following reference: “**Activity No #21071 - Senior Expert for supporting ReSPA in organising activities related to IPA III**”.

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 two installments, 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-Coordinator via e-mail: [d.djuric@respaweb.eu](mailto:d.djuric@respaweb.eu), by **23 October 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 **25 October 2021**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

# **Terms of Reference**

## **Senior Expert for supporting ReSPA in organising activities related to IPA III**

### **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\*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 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-

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Governance; and 5) Quality Management.

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 the most important segments of this area of work relates to Instrument for Pre-accession Assistance III (IPA III) within the current EU Multiannual Financial Framework 2021-2027.

## **Purpose**

The purpose of this activity is to improve knowledge and professional skills of the participants of ReSPA activities who work on EU affairs related to the utilization of IPA III in the current EU Multiannual Financial Framework 2021-2027, and to provide them with opportunity to network with colleagues from the region and wider.

## **Objectives and Scope of the Assignment**

The objectives of the ReSPA activities in area of IPA III for the participants are:

- To improve and update knowledge and understanding of the EU Financial Assistance to candidate and potential candidate countries.
- To provide the experts analysis of the impact of the IPA II support
- To introduce, explain and discuss the institutional architecture of IPA III, the new (draft) legal framework, implementation modalities, programming framework and novelties;
- Discuss and exchange of experiences related to the preparations that national administrations have made (such as development of the Strategic Responses and of Action Fiches/Documents for IPA 2021 and IPA 2022)
- To enlighten the interconnections between new methodology for EU accession negotiations and IPA III;
- To deepen understanding of the processes of change in the EU IPA II to IPA III and their implications on reforms in Western Balkan countries;
- To equipped participants with concrete experiences from other Western Balkan countries related to the utilization of IPA III and especially Direct Budget support mechanisms;
- To provide better inside on new EU Financial Framework for period 2021-2027, and the future Instrument for Pre-accession Assistance;
- To inform the participants on the various models of institutional organization of coordination of the European Integration and EU accession negotiations within countries of the region, and to derive common lessons from the various experiences;
- To inform the participants on the key performance indicators for IPA III support, IPA III programme process;

- 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.

ReSPA activities in this area will bring together representatives of NIPAC offices and other governmental institutions from Western Balkan countries (line ministries in charge for different sectors), senior to mid-level professionals who actively take part in the programming and implementation of IPA III support (such as CFCU, Audit Authorities), and will have role in future utilization of IPA III support.

In reaching these objectives ReSPA seeks to organize:

- a regional conference on IPA III;
- five regional workshops devoted to specific Windows of IPA III support.

An explanatory Briefing Paper is attached to the ToR explaining in brief the set of activities envisaged. Due to the unstable situation with covid-19 pandemic, the activities may be organized either face-to-face, online or in hybrid mode.

In order to adequately prepare and implement these activities, ReSPA shall contract one expert to provide the comprehensive support.

## Tasks and Responsibilities

The Expert is expected to perform the following indicative tasks:

### November 2021:

- To familiarize him/herself with ReSPA programming orientation, previous Seasonal schools on European Integration, as well as EU IPA III legal and programming documents;
- To explore potential presenters and lecturers especially from the European Commission (DG NEAR), assess their specific knowledge, discuss their readiness for presenting specific topic(s) at ReSPA activities in this area;
- To ensure agreements with selected experts on their readiness to provide lectures at the ReSPA events, for example, Regional Conference and subsequent workshops.
- Attend the Regional Conference on IPA III. To deliver the opening presentation at the beginning of the event on the background of IPA III: the legal and political dimensions.

### December 2021:

To prepare for and actively participate at the subsequent ReSPA regional workshops devoted to IPA III (the regional workshops), in close coordination with DG NEAR, and in particular:

- To moderate, together with ReSPA representatives, the regional workshops on specific Windows of IPA III;
- To present the specificities of preparation of Action Fisches for 21-22, IPA III Windows specificities, etc.
- To present the content and substantive aspects of the EU support to PAR in Western Balkans during the implementation of IPA II;
- To prepare a report with recommendations for follow up activities – to be submitted to ReSPA in English language (up to 3 pages), after the ReSPA events.

#### **January and February 2022:**

- To analyse ReSPA Strategy 2019-2024 and prepare inputs related to IPA III for its revision.
- To actively participate in ReSPA events devoted to revision of the Strategy.

Due to the complexity of the activities, the tasks described above are indicative and they may be adapted among ReSPA manager in charge and the expert.

The expert has 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 5 years of professional experience in public administration and/or international organisations;

#### Specific professional experience:

- Minimum 3 years of experience in the field of European affairs, utilization of EU Pre-accession Assistance.

### 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 assignment is to be completed during November 2021 – February 2022.

The Level of Effort (LoE) is estimated at 27 (twenty-seven) working days, as follows:

November 2021:

- 3 (three) days for familiarizing with ReSPA programming orientation, previous Seasonal schools, as well as EU IPA III legal and programming documents;
- 5 (five) days for exploring potential presenters and lecturers;
- 1 (one) day for developing agreements with selected lecturers;
- 1 (one) day for presentation at the Regional Conference on the background of IPA III

December 2021:

- 3 (three) days for preparation of the presentations for the Regional Workshops;
- 2 (two) days for the presentations at the Regional Workshop;
- 3 (three) days for active participation and moderation during the regional Workshops ;
- 1 (one) day for follow-up activities and preparation of the report for ReSPA.

January and February 2022:

- 2 days for analysing the ReSPA Strategy 2019-2024
- 3 days for defining the inputs for revision of the Strategy
- 3 days for participating in the workshops devoted to revision of the strategy

A potential shift among working days and tasks is possible with prior agreement with ReSPA manager in charge.



The assignment can be conducted home/office based as well as on site (where the activities will be executed).

## **Remunerations**

The Assignment foresees 27 (twenty-seven) 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 3 (three) instalments, following the submission of the interim and final reports 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 fifteen days after the completion of the Assignment. The report will be subject of approval of the ReSPA as contracting authority;
- Timesheet (original and signed);
- Invoice (original and signed).

**Ms. Marija Orovic, Programme Assistant**

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