

Procurement Notice

Assignment name: Lead Expert for preparation of the Baseline Analysis on Performance Appraisal in the Western Balkans

Reference number: 18046 - Lead Expert

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 international organisation serving primarily as an instrument of regional cooperation and primary regional hub for public administration in the Western Balkans. ReSPA Members are Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia, while Kosovo*¹ is a beneficiary. Its 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 membership of the European Union. Bearing its mandate stipulated by the Agreement Establishing ReSPA, ReSPA's overarching purpose is to develop and execute a comprehensive regional response to common public administration strategic needs in its Members. These joint capacity development needs to relate to the European Integration and the implementation of Public Administration Reform (PAR) improvements.

ReSPA works primarily through regional networks. These operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There are 2 networks (PAR network and European integration Committee) and 11 Working groups developed according to the thematic areas: (1) Human Resource Management; 2) E-government; 3) Ethics and Integrity; 4) Public Procurement; 5) Public Private Partnership; 6) Administrative Procedures and Administrative Justice; 7) Better Regulation; 8) Quality Management; and 9) Public Internal Financial Control (PIFC).

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 Lead Expert to prepare the Baseline analysis on the performance appraisal in the Western Balkans with support of the Regional Experts.

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 April until 1 October 2018.

1.5 Budget: 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.

¹ * This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

Level of effort for the performance of assignment is up to 11 expert days.

Apart from the expert's fee, for the planned meeting held in ReSPA premises, ReSPA will organize or cover the costs of the international travel (economy class). In addition, ReSPA will organise and cover the round trip transfers from Podgorica airport to Danilovgrad, and arrange and cover full accommodation on location, including all meals and refreshments.

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 (maximum three pages) 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:

- Specific experience in the research on performance appraisal in the EU or the Western Balkan region;
- Experience in drafting analytical papers or other country inputs related to the area of expertise.

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

Section 3. Submission of CVs and supporting documentation

3.1 The applicants are required to submit the following documentation:

- Letter of interest/proposal:
 - Explaining why they consider themselves the most suitable for the work
 - Providing a brief methodology, if applicable, on how they will approach and conduct the assignment.
- Personal CV (maximum 3 pages) including past experience in similar projects 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)

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.

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **29 March 2018 before midnight. Late submissions will not be considered for evaluation.**

The application should contain in the e-mail title the reference number in accordance with your area of interest: 18046 - Lead Expert

Public servants from 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 negotiations.

Section 5. Final Considerations

5.1 The payment will be made in one installment, following the submission and approval of the deliverables, as defined in the ToR.

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 Ms. Ranka Bartula-Musikic, Programme Manager via e-mail: r.bartula@respaweb.eu by **26 March 2018** (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 **27 March 2018**.

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