

Procurement Notice and Terms of Reference

Assignment name: Institute, School, College or Higher Education institution to support ReSPA in designing and delivering the Executive Education Programme- EU Affairs Summer Programme for Junior Professionals

Reference Number: 56/2026

Section 1. Introductory Information

Background information on the Regional School of Public Administration (ReSPA)

The Regional School of Public Administration (ReSPA) is an 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, Montenegro, North Macedonia, and Serbia, while Kosovo* is a beneficiary. ReSPA's purpose is to help regional governments develop better public administration, public services, and overall governance systems for their citizens and businesses and prepare for membership in the European Union. As of 2026, ReSPA implements activities in Armenia, Moldova and Ukraine.

ReSPA now seeks an Institute, School, College or Higher Education institution to support ReSPA in designing and delivering the Executive Education Programme- ***EU Affairs Summer Programme for Junior Professionals***.

Expected deliverables of the assignment are: as per Terms of Reference (see below).

Tentative timeframe: the assignment is expected to be performed during the second week of September 2026.

The applicants are kindly requested to fill out and submit the following document:

- **Identification Form (for private law body)** – attached to this Procurement Notice. There is no requirement for the document to be stamped by the bank.

Section 2. Preparation of CVs and supporting documentation

Language of application: English.

The submitted methodology and the CVs of the proposed lecturers/experts should provide information on the experience of the institution (as required in the ToR), the qualifications and competencies of the proposed lecturers, the general track record and previous specific

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

experience in similar assignments, as required by the Terms of Reference. The applicants should particularly state in their Methodologies/CVs:

- Length of general and specific professional experience, in line with ToR;
- Professional experience in the role of lecturer/presenter.

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

Section 3. Submission of Methodology, CVs and supporting documentation

The interested candidates are invited to submit a proposal consisting of the following documentation:

- Written methodology: explaining their experience related to the subject of the assignment, how they understand the ToR, and how they intend to respond to the assignment;
- Personal CVs of the proposed experts;
- Financial offer (which shall specify a total sum amount in euros as well as the maximum number of working days proposed) in a separate document.
- Identification Form (for private law body) – see point 1.5 above
- Other documents required by the ToR;

The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **8 August 2026, before midnight**. Late submissions will not be considered for evaluation.

The application should contain in the e-mail title the following reference: **56/2026 – Executive Education Programme- EU Affairs Summer Programme for Junior Professionals**

Public servants from ReSPA Members and Kosovo* are not eligible to apply as lecturers or experts under this assignment.

Selection 4. Evaluation of offers

The offer will be evaluated against the required qualifications, experience, skills, and competencies as defined in the Terms of Reference.

The applicant securing the highest final ranking will be invited to negotiate the contract and the fee proposed by ReSPA. 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

The payment will be as stated in the ToR, following the submission and approval of the deliverables.

The following document is attached to this Procurement Notice: Terms of Reference.

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.

Should you need any further clarifications with respect to this procurement notice, please contact: Ms. Jelisaveta Tasev, Programme Manager via e-mail: j.tasev@respaweb.eu, by **2 August 2026** (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 **4 August 2026**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

Terms of Reference

Request for Services

*Institute, School, College or Higher Education institution to support ReSPA in
designing and delivering the Executive Education Programme- EU Affairs
Summer Programme for Junior Professionals*

1. Background

The Regional School of Public Administration (ReSPA) is a regional organisation established in 2010 as a joint initiative supported by the European Commission and Western Balkans (WB) administrations. It is managed and governed by five ReSPA Members: Albania, Bosnia and Herzegovina, North Macedonia, Montenegro and Serbia, while Kosovo* is a beneficiary. ReSPA's purpose is to assist governments in the region in developing better public administration, public services, and overall governance systems for their citizens and businesses, and to prepare for European Union membership.

Since its inception, ReSPA, as an international organization and a key regional endeavour in Public Administration Reform, has contributed to capacity-building and networking through regional training, workshops, conferences, seasonal schools, and on-demand support mechanisms, peering and the development of regional research materials. ReSPA establishes close cooperation with Ministers, senior public servants and heads of units in its Members. ReSPA also works in partnership with the European Union, specifically Directorate General for Enlargement and Eastern Neighbourhood (DG ENEST), other regional actors such as

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OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations.

The European Commission (EC) provides directly managed funds to support ReSPA activities in line with the EU accession process

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, and thematic groups of experts and senior practitioners. More specifically, the Programme Committee is composed of the senior civil servants representing ministries responsible for the Public Administration reform, and institutions in charge of the European Integration process, and four regional thematic groups: (1) Policy planning, better regulation and coordination of Centre of Government, (2) European integration and accession negotiations; (3) Human Resources Management and Professional Development; (4) Service Delivery (digitalization and quality management).

These Terms of Reference aim to identify a renowned Institute, School, College or Higher Education institution to support ReSPA in designing and delivering an **Executive Education Programme- EU Affairs Summer Programme for Junior Professionals**. The programme will take place in the second week of September 2026.

2. Problem statement and description of the assignment

ReSPA's focus in the area of "EU integration and accession" is to further promote good governance and support administrative capacity of the administrations in the Western Balkans, Armenia, Moldova and Ukraine to **take on the obligations of the EU membership** in particular public administration reform (PAR) at all levels of government by reforming the administration and improving the knowledge and skills of public servants dealing with European Integration process (including accession negotiations). Reforming public sector remains fundamental for building resilient societies and economies in the region as well as for running successful countries but it is also an important priority reform for advancing in the EU accession process. The challenging accession negotiation process requires knowledgeable and skilled public service which shall bring the process forward with a satisfactory pace.

The EU integration process is in constant need of developing administrative capacities by attracting new professionals, which has become a critical instrument for public institutions. It is often a challenge for the institution involved in the accession processes to ensure proper onboarding and adequate training in various aspects of the process. Hence, ReSPA is supporting the structures to opportunities for professional development in the field of EU integration/ accession for the professionals who recently joined their public services or recently switched to these portfolios in order to ensure their capacity to assume tasks at full volume.

The programme shall aim to equip participants with modern tools and techniques to fully understand the current state of enlargement, the structure and framework of the EU accession process, the difference between pre- accession and post- accession, capacity and structures

need to manage the process and the capacities needed after the accession. In addition, a comprehensive overview of the internal structures and decision-making of the EU institutions key in enlargement policy should be fully explained, including the functioning of the EU legal order, including sources of EU law, principles and effect, with a view of how it affects the EU accession in terms of alignment, transposition and compliance, and overall accession negotiations. The capacity-building activity should also offer an interactive exchange on political communication, communication strategies, negotiations, and stakeholder management.

This programme shall strengthen the capacities of public officials who recently joined teams working on the EU integration portfolio to develop the necessary knowledge and skills to be able to fully assume tasks at various levels of complexity, ultimately contributing to the region's shared European future.

The program should be developed to be adapted to an audience of 25 persons from the Western Balkans, Armenia, Moldova, and Ukraine, and should support intra-regional dialogue and further exchanges.

The main indicative parameters of the programme:

- The programme is expected to be held in the second week of September;
- The programme shall be entirely delivered in English language;
- The total number of attendees shall be up to 25, from the Western Balkans, Armenia, Moldova and Ukraine;
- The programme shall last for 3 full working days and shall be delivered in Belgrade, Serbia;
- The sessions of the full days shall indicatively start at 09:00 and end at 16:30. The sessions shall be interactive and participatory, where critical thinking and debating shall be encouraged;

3. Tasks and responsibilities

The Institute, School, College or Higher Education institution (the applicant) shall, indicatively, perform the following tasks:

- Develop the program and methodology with the identification of learning objectives, and how it targets the audience
- Develop a detailed agenda of the program with brief descriptions under each session of 1-3 sentences for reference
- Ensure the participation of renowned lecturers (in-house and external) to deliver the sessions of the programme in-person, with adequate profiles and expertise and familiar with the Western Balkans region and Armenia, Moldova and Ukraine and EU enlargement;
- Organise logistics for the experts to attend the training and handle all communication with them both in terms of logistics, and from ReSPA regarding desired content;
- Deliver the learning programme in line with the agreed agenda;
- Issue joint attendance certificates with ReSPA to the attendees;
- Appoint a coordinator for liaising directly with ReSPA on the subject.

The abovementioned tasks and responsibilities represent the milestones of the assignment, but the applicant may propose slight changes/adaptations upon agreement with the ReSPA Programme Manager in charge.

4. Necessary qualifications and experience

The Institute, School, College or Higher Education institution (the applicant) needs to have a **diverse but compatible experience in delivering post-graduate capacity building programmes and/or Master Programmes**, preferably established in an EU Member state, on topics/themes related to EU affairs/studies, public administration, political/international studies, governance. More specifically, the applicant shall have the following profile:

General criteria:

- At least 15 (fifteen) years of experience in delivering post-graduate capacity building programmes and/or Master Programmes and/or executive education programmes.

Specific criteria:

- At least 10 (ten) years of experience in delivering post-graduate capacity building programmes and/or Master Programmes and/or executive education programmes on topics/themes related to EU affairs/studies, governance matters as well as political/international studies in English language;
- Have previous experience and interaction with the Western Balkans and Eastern Partnership region.
- Preferably be established in an EU member State

The applicant shall submit the following documents:

- Copy of the founding document or any similar document that proves the establishment year of the applicant;
- Organigramme of the applicant;
- A methodology on how the programme will be delivered;
- A draft proposed programme of the Executive education, including topics and potential lecturers to deliver the sessions;
- CVs of the proposed lecturers;
- Financial offer with breakdown of expenses.

5. Timing and Location

The assignment is expected to be performed tentatively in the second week of September in Belgrade, Serbia.

6. Remunerations

The assignment amounts **up to 42.000 EUR** the preparation and delivery of tasks listed above.

The payment will be done in one instalment upon completion of the assignment. The final outputs will be subject to approval from ReSPA before the execution of the payment.

Note: costs related to logistic aspects, such as training room, learning materials, coffee breaks, lunch breaks, networking activities, etc., are not included in this financial offer. Those costs shall be taken over by ReSPA.

7. Reporting and Final Documentation

Upon completion of the assignment, the selected applicant will be requested to deliver the following documents before the payment is conducted:

Outputs

- The final implemented programme of the Executive education and bios of the lecturers;
- Presentations held during the sessions of the Programme (after the programme is delivered);
- Attendance Certificates for all the participants to the Programme.

Documents required for payment

- Invoice (e-signed);
- Timesheets (e-signed);
- One final report to ReSPA on the implementation/performance of the assignment (please see section 3 above).