



PROCUREMENT NOTICE

Assignment Name: *Workshop on EU Budget Support for civil servants of Kosovo**

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* 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 them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. The new EC grant supports the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries. This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

- (1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
- (2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
- (3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

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.

1.1 ReSPA now seeks to engage a team of two trainers to design, prepare and deliver the *Workshop on EU Budget Support for civil servants of Kosovo*. Interested qualified applicants are invited to apply as a team of two trainers for this engagement in order to be considered through a competitive procedure for the assignment.

1.2 Objective and purpose of the assignment are:

ReSPA intends to organise a specific workshop which will be focused on concrete needs of public administration of Kosovo.

* 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

The assignment will be performed by a team of two trainers – trainer 1 and trainer 2. The tasks of the trainers are in more details defined by the Terms of Reference for each trainer.

1.3 Tentative timeframe: the assignment is expected to be performed during period February - April 2017. The precise dates will be determined with the selected trainers and relevant institutions.

1.4 Budget: The contracted trainer will be remunerated on the basis of a daily fee. The concrete fee for the selected trainer will be determined based on the applicant's experience in accordance with the applicable ReSPA rules and within the budgeted maximum for this assignment.

Level of effort for the performance of assignment is six expert days per trainer structured in the following way: 2 days for preparation, 3 days for delivery and 1 day for reporting. ReSPA will reimburse the international round travel for the trainers to and from Podgorica; ReSPA will organize and cover the transfers of the trainers from Podgorica Airport to the ReSPA Headquarters in Danilovgrad and back. ReSPA will arrange and cover full accommodation at its campus including all meals and refreshments. No additional payments are to be covered during the assignment (i.e. Per Diem, etc.).

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 professional experience in conducting training modules on EU budget support, project cycle management, EU external assistance, financial assistance, etc. (i.e. preparing, designing, delivering);
- Examples of their professional experience in development and implementation of Budget Support operations funded by the European Union – the applicants are expected to precisely outline in what budget support operations they were involved and what was the concrete role performed by the applicants;
- Experience in capacity development programmes related to the topic of workshop;
- Experience in the Western Balkans region.

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

Section 3. Submission of CVs and supporting documentation

3.1 The applicants are required to submit the application jointly as a team of two trainers, precisely defining for what trainer's role (trainer 1 or trainer 2) each of applicants is applying. Any applicant should meet requirements as defined by the Terms of Reference. Any application which would not propose a team of two trainers will not be considered.

3.2 The applicants are invited to submit the following documentation:

- **Team Proposal:**
 - Explaining the experience of applicants related to the workshop 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, if considered necessary)

3.3 The required documentation should be submitted in electronic format by e-mail to the following address: d.glodic@respaweb.eu by 20 December 2016 before 17H00. Late submissions will not be considered for evaluation.

Public servants of 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 done in one installment, following the submission and approval of the deliverables.

5.2 The following documents are attached to this Procurement Notice:

- *Terms of Reference for the Trainer 1*
- *Terms of Reference for the Trainer 2*

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 ReSPA can 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. Duško Glodić, Programme Manager (Legal) via email: d.glodic@respaweb.eu .

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

**Terms of Reference for
Trainer 1 for the Workshop on EU Budget Support for civil servants of Kosovo***

1. Purpose

The Regional School of Public Administration (ReSPA) has been supporting its Members and their administrations in the preparation of operations related to the EU Budget Support. This support has been provided through organizing regional conferences and in-country workshops in ReSPA Members on the general issues related to the Budget Support and the Sector Reform Contract as an instrument used under IPA II (notion of Budget Support and its rational, policy context and importance of an established sector policy, objectives of the Budget Support, programming process of Sector Budget Support, eligibility criteria for approval and disbursement, importance and conduct of the budget support dialogue and domestic revenue mobilization and accountability).

The next step is to support relevant administrations through the organization of specific workshops on EU Budget Support targeted at the concrete topics proposed by representatives of ReSPA Members. This specific workshop will be organized for the civil servants of Kosovo. The envisaged duration of the workshop is three days and the target audience is up to 20 civil servants from the NIPAC Office and line ministries involved in the Budget Support operations.

Therefore, ReSPA intends to contract a team of two trainers to develop, design and deliver the workshop on EU Budget Support. The team of trainers will work under supervision of the responsible ReSPA Staff.

2. Description of the Assignment

The workshop will be focused on two framework topics relevant for the public administration of Kosovo:

1. Phases of budget support operation – implementation of the budget support operations – to be covered by the trainer 1;
2. Case studies based on concrete budget support operations in the sector of Public Administration Reform and Public Finance Management – to be covered by the trainer 2.

ReSPA intends to select a team composed of two trainers, each of them covering one of the above two topics in the workshop. The delivery of topics can be combined during all three days of workshop delivery in order to best match the presentations logic. The trainers are expected, acting jointly, to develop, design and deliver a three days' workshop.

The trainer 1 will have the task to explain and present all relevant aspects related to the first topic – implementation of the budget support operations as a phase of budget support cycle. The trainer is required to present the best practices that exist in this regard and to give concrete advices on how to approach the above issue. The trainer will also focus on the main challenges that one can have in the above mentioned phases of the Budget Support operation.

The trainer will prepare exercises related to the topic for which the trainer is responsible. The exercises should allow learning by doing and be accompanied by comments and discussion within the audience. Moreover, the trainer's approach should enable an interactive atmosphere and exchange among participants.

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More detailed instructions on the concrete topics to be covered by the workshop may be defined during the preparatory phase of the workshop and based on the inputs provided by the relevant administration. The workshop programme will be fine-tuned based on the inputs by the relevant administration and responsible ReSPA staff.

3. Tasks and Responsibilities

The team of trainers will develop, design and conduct a three days' workshop on the EU Budget Support related to the topic defined above. Within the scope of the assignment, the trainers shall perform the following activities:

- To conduct and deliver the workshop of three days' duration for up to 20 participants;
- To draft and finalize the workshop agenda and programme and submit for a formal approval to ReSPA;
- To prepare necessary case studies, presentations and other necessary background materials for the purpose of the workshop in line with relevant guidelines and other documents developed by the European Commission services;
- To draft the final report including the evaluation and recommendations from the workshop;
- To liaise directly with the ReSPA and take into consideration the instructions received beforehand. If necessary, the draft agenda and workshop materials will be revised and adopted accordingly;
- To respect ReSPA rules on visibility;
- To work in a team with the other trainer.

4. Necessary Qualifications and Skills

The trainer 1 shall possess the following qualifications:

Educational background:

- University degree in Economics, Public Finance Management, Public Administration or related field;

General professional experience:

- Minimum five years of experience in conducting training modules on EU budget support operations, project cycle management, EU external assistance, financial assistance, etc. (i.e. preparing, designing, delivering);

Specific professional experience:

- Experience in development and implementation of Budget Support operations funded by the European Union, such as formulation of budget support programmes, review missions to assess fulfillment of conditions attached to tranche disbursements, technical assistance as part of complementary action to the budget support, etc.;
- Experience in the Western Balkans region;
- Experience with the Instrument for pre-accession assistance will be an asset.

Skills:

- Team work;
- Project development skills;
- Training skills and moderation skills;
- Excellent written and oral communication skills in English;
- Ability to work with people of different nationalities, religions and cultural backgrounds

5. Location and Timing

The workshop is envisaged to take place at the ReSPA Seat, Danilovgrad, Montenegro. The preparatory work is expected to be performed at the trainer's own place. Tentative timeframe for delivery is during February - April 2017. The precise dates of delivery will be later agreed with the selected trainers and relevant administration.

6. Remuneration

The assignment foresees 6 expert days structured in the following way: 2 for preparation, 3 for implementation and 1 for reporting. The actual daily fee shall be determined based on the trainers experience within maximum rate allocated for this training activity and following the profiling performed in accordance with ReSPA rules. The payment will be done in one instalment, following the submission of the final report and necessary documents (cf. Reporting and Final Documentation).

Note: ReSPA will organise or reimburse up to certain limit the international round travel for the Trainer to and from Podgorica; ReSPA will organize and cover the transfers of the Trainer from Podgorica Airport to Danilovgrad and back. ReSPA will arrange and cover full accommodation at its campus including all meals and refreshments. No additional payments are to be covered during the assignment (i.e. Per Diem, etc.).

7. Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- *Final report* (incl. Annexes) in English for the workshop, which will be submitted no later than two weeks after the completion of the workshop. The report shall include all remarks, inputs and feedback from the participants, in accordance with the ReSPA Reporting Template and will be subject of approval of the ReSPA as a contracting authority.
- *Timesheets* (original and signed)
- *Invoices* (original and signed)
- *Boarding passes* (original)

**Terms of Reference for
Trainer 2 for the Workshop on EU Budget Support for civil servants of Kosovo***

1. Purpose

The Regional School of Public Administration (ReSPA) has been supporting its Members and their administrations in the preparation of operations related to the EU Budget Support. This support has been provided through organizing regional conferences and in-country workshops in ReSPA Members on the general issues related to the Budget Support and the Sector Reform Contract as an instrument used under IPA II (notion of Budget Support and its rational, policy context and importance of an established sector policy, objectives of the Budget Support, programming process of Sector Budget Support, eligibility criteria for approval and disbursement, importance and conduct of the budget support dialogue and domestic revenue mobilization and accountability).

The next step is to support relevant administrations through the organization of specific workshops on EU Budget Support targeted at the concrete topics proposed by representatives of ReSPA Members. This specific workshop will be organized for the civil servants of Kosovo. The envisaged duration of the workshop is three days and the target audience is up to 20 civil servants from the NIPAC Office and line ministries involved in the Budget Support operations.

Therefore, ReSPA intends to contract a team of two trainers to develop, design and deliver the workshop on EU Budget Support. The team of trainers will work under supervision of the responsible ReSPA Staff.

2. Description of the Assignment

The workshop will be focused on two framework topics relevant for the public administration of Kosovo:

1. Phases of budget support operation – implementation of the budget support operations – to be covered by the trainer 1;
2. Case studies based on concrete budget support operations in the sector of Public Administration Reform and Public Finance Management – to be covered by the trainer 2.

ReSPA intends to select a team composed of two trainers, each of them covering one of the above two topics in the workshop. The delivery of topics can be combined during all three days of workshop delivery in order to best match the presentations logic. The trainers are expected, acting jointly, to develop, design and deliver a three days' workshop.

The trainer 2 will have the task to explain and present all relevant aspects related to the second topic – case studies and simulation of budget support in sectors of Public Administration Reform and Public Finance Management. The trainer is required to present best practices that exist in this regard and to give concrete advices on how to approach the issues covered by the topic. The trainer will also focus on the main challenges that one can have in the above mentioned areas of the Budget Support operation.

The trainer will prepare exercises related to the topic for which the trainer is responsible. The exercises should allow learning by doing and be accompanied by comments and discussion within the audience.

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Moreover, the trainer's approach should enable an interactive atmosphere and exchange among participants.

More detailed instructions on the concrete topics to be covered by the workshop may be defined during the preparatory phase of the workshop and based on the inputs provided by the relevant administration. The workshop programme will be fine-tuned based on the inputs by the relevant administration and responsible ReSPA staff.

3. Tasks and Responsibilities

The team of trainers will develop, design and conduct a three days' workshop on the EU Budget Support related to the topic defined above. Within the scope of the assignment, the trainers shall perform the following activities:

- To conduct and deliver the workshop of three days' duration for up to 20 participants;
- To draft and finalize the workshop agenda and programme and submit for a formal approval to ReSPA;
- To prepare necessary case studies, presentations and other necessary background materials for the purpose of the workshop in line with relevant guidelines and other documents developed by the European Commission services;
- To draft the final report including the evaluation and recommendations from the workshop;
- To liaise directly with the ReSPA and take into consideration the instructions received beforehand. If necessary, the draft agenda and workshop materials will be revised and adopted accordingly;
- To respect ReSPA rules on visibility;
- To work in a team with the other trainer.

4. Necessary Qualifications and Skills

The trainer 2 shall possess the following qualifications:

Educational background:

- University degree in Economics, Public Finance Management, Public Administration or related field;

General professional experience:

- Minimum five years of experience in conducting training modules on EU budget support operations, project cycle management, EU external assistance, financial assistance, etc. (i.e. preparing, designing, delivering);

Specific professional experience:

- Experience in development and implementation of Budget Support operations funded by the European Union, such as formulation of budget support programmes, review missions to assess fulfillment of conditions attached to tranche disbursements, technical assistance as part of complementary action to the budget support, etc.;
- Experience in the Western Balkans region;
- Experience with the Instrument for pre-accession assistance will be an asset.

Skills:

- Team work;
- Project development skills;

- Training skills and moderation skills;
- Excellent written and oral communication skills in English;
- Ability to work with people of different nationalities, religions and cultural backgrounds

5. Location and Timing

The workshop is envisaged to take place at the ReSPA Seat, Danilovgrad, Montenegro. The preparatory work is expected to be performed at the trainer's own place. Tentative timeframe for delivery is during February - April 2017. The precise dates of delivery will be later agreed with the selected trainers and relevant administration.

6. Remuneration

The assignment foresees 6 expert days structured in the following way: 2 for *preparation*, 3 for *implementation* and 1 for *reporting*. The actual daily fee shall be determined based on the trainers experience within maximum rate allocated for this training activity and following the profiling performed in accordance with ReSPA rules. The payment will be done in one instalment, following the submission of the final report and necessary documents (cf. Reporting and Final Documentation).

Note: ReSPA will organise or reimburse up to certain limit the international round travel for the Trainer to and from Podgorica; ReSPA will organize and cover the transfers of the Trainer from Podgorica Airport to Danilovgrad and back. ReSPA will arrange and cover full accommodation at its campus including all meals and refreshments. No additional payments are to be covered during the assignment (i.e. Per Diem, etc.).

7. Reporting and Final Documentation

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- *Timesheets* (original and signed)
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- *Boarding passes* (original)