

## Procurement Notice

**Assignment Name:** Workshop on coaching

### 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\*<sup>1</sup> 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 established the network on Human Resources Management and Development (HRMD) Working Group. It is composed of senior professionals, decision makers and expert practitioners who are granted an opportunity to share lessons learned, establish lasting working relations among individuals and institutions, and generate ideas which would promote more effective solutions to strengthen HRMD in WB.

1.1 ReSPA now seeks to engage an expert to present the results of two studies on coaching cultures and to facilitate development of the Regional Policy on introduction coaching in the Western Balkan countries.

1.2 Objective and purpose of the assignment are: Strengthening strategic approach to introduction of coaching in the WB countries.

---

<sup>1</sup> \* 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

The Workshop will facilitate preparation of the Regional policy for introduction of coaching in the relevant WB countries.

The assignment will be performed by the expert on coaching. The tasks of the expert are in more details defined by the Terms of Reference.

1.3 Tentative timeframe: the assignment is expected to be performed during the period February-March 2018.

1.4 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.

Level of effort for the performance of assignment is up to 5 expert days including one day of preparation of the report on the assignment.

The expert's fee is covering the expertise as well as all related costs which include travel, accommodation, meals, local transport and other incidental costs. Apart from the expert's fee no other costs will be covered by ReSPA.

## **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 CV (maximum 3 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 applicant should particularly state in the CVs:

- Specific professional experience in on capacity building activities in the field of coaching;
- 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 Terms of Reference

## **Section 3. Submission of CVs and supporting documentation**

3.1 The applicants are required to submit the applications. Any applicant should meet the requirements as defined by the Terms of Reference.

3.2 The applicants are invited 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 work.
- 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, if considered necessary)

**3.3 The required documentation should be submitted in electronic format by e-mail and with the reference number – 17048 stated in title to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by 29 January 2018 before midnight. 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, as defined in the Terms of Reference.

5.2 The following documents are 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 email: [r.bartula@respaweb.eu](mailto:r.bartula@respaweb.eu)**

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