

Procurement Notice

Assignment name: Lead Public Private Partnership Expert

Reference Number: 17038, 17039, 17040 and 17043

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*¹ 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). 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.

1.2 ReSPA now seeks to engage one lead expert to provide support in activities in area of Public Private Partnership.

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 June - December 2017.

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

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 professional experience in providing expert's assistance in the area of public private partnership

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 26 May 2017 before 2 p.m. (CET). Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference number 17038, 17039, 17040 and 17043**

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 done in three 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. Goran Pastrovic, Programme Manager via e-mail: g.pastrovic@respaweb.eu. Any request for clarification must be sent by standard electronic communication to the above e-mail address by 22 May 2017 by 4 p.m. (CET). Answers will be posted on the website until 24 May 2017 by 4 p.m. (CET).

TERMS OF REFERENCE

One Lead PPP expert

Background

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*¹ 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. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of Public Administration Reform (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.

Based on the feedback from ReSPA beneficiaries, and the recommendation from the 2012 and 2013 reports resulting from the WBIF (Western Balkan Investment Fund) activities in funding infrastructure projects and providing a technical assistance program in strengthening PPP institutional capacity, ReSPA initiated the PPP experts' network in June 2014 (even though cross cutting topic it mostly correlates with PAR and Governance for Growth Pillars). To date there have been six events of the PPP network. In addition, in 2015 ReSPA has launched "Comparative Analysis of Lessons Learned from Recent Developments in Implementation of PPP Projects in the Western Balkans Region". The main aim of this analysis was to support the related Public Administration institutions dealing with the PPP market development in WB and to encourage development of common PPP practice in the WB region. The study has revealed the weak points of administrative capacity in terms of competences for implementing PPP and concession. Some countries are still lacking the adequate guidance and manuals for assisting in project management, and also lack the capacity building activities in subject.

For these reasons, the intention of ReSPA to continue PPP activities in the next working period aiming to enhance the capability of institutions responsible for PPP to carry out their tasks in designing and implementing PPP projects efficiently with focus on increasing PPP related competencies with project oriented know-how is justified. In particular, these activities have been recognised of importance from other European institutions and complemented in the past with the relevant expertise of the EBRD and European Investment Bank European and its PPP Expertise Centre (EPEC) and JASPERS. Expected meeting with EIB, EPEC and JASPERS delegates in

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Luxembourg in June 2017 will strengthen the cooperation and alignment of the activities in domain of PPP (e.g. WBIF funded project in domain of PPP, implemented by EPEC, etc.). Another two events, PPP working group meeting at ReSPA and advanced training will follow previously identified regional needs.

Description of the Assignment

Based on the recommendations from related ReSPA PPP working groups, it was decided to organize four interconnected events:

1. Meeting with EIB, EPEC and JAPSERS delegates in Luxembourg in June 2017
2. ReSPA Annual Conference on 12-13 October 2017
3. PPP working group meeting at ReSPA on 24-25 October 2017
4. Advanced PPP training on 12-14 December 2017

By means of these Terms of Reference (ToR), ReSPA is seeking for one Lead PPP expert who would support ReSPA in developing and implementation of the above listed activities.

Tasks and Responsibilities

The Lead PPP expert shall work closely with ReSPA in performing the tasks foreseen with this document and as elaborated above. Moreover, the expert shall perform the following tasks and responsibilities:

JUNE 2017

- 1) Set up general plan of action (2-3 pages) taking into account RESPA programme documents and become familiar with ReSPA regional PPP study (2015) as well as with the reports from the previous meetings;
- 2) Liaise with ReSPA and other PPP expert/s in development of the the follow up activities with the particular emphasis on programme of work in 2018 including the recommendations for joint initiatives with the respective institutions in particular with the EBRD, World Bank and other relevant organizations.

Number of days for 1) and 2): 3 days (1 day for general plan of action and 2 days for formulation of the follow up activities - report)

SEPTEMBER – OCTOBER 2017

- 3) ReSPA Annual Conference on 12-13 October 2017
 - ✓ support to identification of innovative practices in domain of PPP/PFM in the Western Balkans/ EU;
 - ✓ and design of related panel/ moderation, documents preparation;
 - ✓ Design of the presentation related to PPP / PFM.

Number of days for 3): 6 days (2.5 for preparation, 2 for implementation and 1.5 for reporting)

4) ReSPA PPP working group on 24-25 October

- ✓ Prepare Discussion paper for the meeting of ReSPA PPP working group on 24-25 October 2017 based on the feedback received from the PPP WG (meeting in Luxembourg and if needed supported by email communication / online questionnaire);
- ✓ Design at least 3 presentations and aligned group exercises (where applicable) for the related meeting in October 2017 in line with the identified topics such as Understanding Project Appraisal / Pre-Feasibility Study / Feasibility Study or any other in subject following the inputs from ReSPA;
- ✓ Moderates the two-day event with RESPA and another two assigned PPP experts
- ✓ Formulates the report and the recommendations for PPP working group action plan in 2018

Number of days for 4): 6 days (2.5 for preparation, 2 for implementation and 1.5 for reporting)

NOVEMBER - DECEMBER 2017

5) Based on the needs assessment and feedback received from ReSPA and ReSPA PPP working group the engaged expert will perform the following tasks:

- ✓ draft and finalise the training programme and submit to ReSPA for a formal approval
- ✓ conduct and deliver three days advanced training on PPP for up to 24 participants;
- ✓ moderate the three days' event along with the other experts and ReSPA representative/s which will be realized on 12-14 December 2017;
- ✓ Prepare the presentations related to the *Risk analysis, Socio-economic analysis, Cost-benefit analysis, Calculation of PPP project value including methodology for value for money (VfM), PPP communication strategy and action plan;*
- ✓ Prepare a draft follow-up training, discussion paper and training structure/program,
- ✓ draft the final report including the evaluation and recommendations from the training and compiling the inputs of two other trainers Liaise directly with ReSPA and take into consideration the instructions received beforehand. If necessary the draft agenda shall be revised and adopted accordingly.

Number of days for 5): 6 days (2.5 for preparation, 2 for implementation and 1.5 for reporting)

Total number of days: up to 21

Liaise directly with ReSPA and take into consideration the instructions received beforehand.

Necessary Qualifications

The Lead PPP Expert shall possess the following qualifications:

Educational background:

- University degree in Law, Public Administration, Political Sciences, Social Sciences, Economics, MBA or related field;

General professional experience:

- Working experience in the field of public private partnership and concession at national level or in an international level; national or international non-governmental level;

Specific professional experience:

- Minimum 8 years of experience dealing with issues of public investment and project management;
- Minimum 10 years of experience on preparing, designing, delivering presentations to audience in large groups;
- Working experience on similar networking and capacity building activities in the domain of PPP and concession at national level and EU/international level;
- Proven working experience as trainer/consultant on PPP in the Western Balkan region

Skills:

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

Timing and Location

ReSPA will provide overall technical and logistical support for participation of the Expert in the ReSPA activities. ReSPA reserve the right to change the timing, the location and the scope of the activity and will timely inform the expert.

- 1) Set up general plan of action and visit to EIB and EPEC in Luxembourg on 19-21 June 2017;
- 2) Takes part in ReSPA Annual Conference by identifying PPP best practice and designing and running PPP panel;
- 3) Prepare Discussion paper for the meeting of ReSPA PPP working group on 24-25 October 2017 and take part in the event;
- 4) Designs and leads the three days' event along with the other experts and ReSPA representative which will be realized on 12-14 December 2017.

Activity	Location	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1) Set up general plan of action and visit to EIB and EPEC in Luxembourg	Home based	19-21						
2) ReSPA Annual Conference participation						12-13		
3) Prepare Discussion paper for the meeting and implement the meeting	Different location and home based					24-25		
4) Designs and leads the three days' training event	Podgorica							12-14

Remunerations

The selected expert will submit the financial offer including methodology and unit per day. The payment will be done in three instalments, following the submission of the reports (one after each event).

Activity	Maximum number of working days
1) Set up general plan of action and visit to EIB and EPEC in Luxembourg	3
2) ReSPA Annual Conference participation	6
3) Prepare Discussion paper for the meeting and implement the meeting	6
4) Designs and leads the three days' training event	6
TOTAL	21

Payment will be conducted in three instalments²:

1. First installment on conducting the first two activities: (1) submitted plan of actions and submitted report containing recommendations for the follow up activities;
2. Second – after realized (2) ReSPA Annual Conference and (3) meeting of the PPP working group of ReSPA in October 2017;
3. Third - final installment on conducting: 4 three-day training event.

Note: in case the event is being organised at ReSPA campus, no per-diems are to be covered during the assignment. However, ReSPA will reimburse the international round trip travel for the Expert to and from Podgorica; ReSPA will organise and cover the transfers of the Expert from Podgorica Airport to Danilovgrad and back; and arrange and cover full accommodation including all meals and refreshments.

In case of organisation of the event out of ReSPA Campus, ReSPA will provide per-diems related to the assignment in line with the EC per diem rates for the specific country where the event will take place. ReSPA will also reimburse the international round trip travel for the Experts to the event cite and back.

² Separate reports will be designed for all related events

Reporting and Final Documentation

The expert will be requested to deliver the following documents:

- Four³ reports, submitted two weeks upon completion of each event;
- The submission of the following:
 - *Timesheets* (original and signed);
 - *Invoices* (original and signed);
 - *Boarding passes* (original).

Should be in accordance with the above stated deadlines for the reports submission

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³ Action plan and the report after each of the foreseen events.