



## PROCUREMENT NOTICE

**Assignment Name: *Workshop on EU Budget Support for civil servants from Montenegro, Trainer 2***

### **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 and observer. 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.

1.2 ReSPA now seeks to engage a trainer to design, prepare and deliver the *Workshop on EU Budget Support for civil servants from Montenegro*. Interested qualified applicants are invited to apply for this engagement in order to be considered through a competitive procedure for the assignment.

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\* 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

1.3 Objective and purpose of the assignment are:

ReSPA has been supporting its Members and their administrations through the capacity building 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). Now, ReSPA intends to organise a country specific workshop which will be focused on concrete needs of Montenegro public administration. More details are provided in the Terms of Reference.

1.4 Expected deliverables of the work are: as per Terms of Reference.

1.5 Tentative timeframe: the assignment is expected to be performed during period November – December 2016. The precise dates will be determined with the selected trainers.

1.6 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 and within the budgeted maximum for this assignment based on applicable ReSPA rules<sup>1</sup>. Level of effort for the performance of assignment is six expert days 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 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.).

1.7 **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 conducting training modules on 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.

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

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<sup>1</sup> Maximum daily fee is 600.00 EUR

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

3.1 The candidates are invited to submit the following documentation:

- **Proposal:**
  - Explaining their experience 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)

**3.2 The required documentation should be submitted in electronic format by e-mail to the following address: [d.glodic@respaweb.eu](mailto:d.glodic@respaweb.eu) by 20 September 2016 before 12H00. 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 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 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](mailto:d.glodic@respaweb.eu) .**  
Any request for clarification must be sent by standard electronic communication to the above email address.

## Terms of Reference

### *Trainer 1 for the Workshop on EU Budget Support for civil servants from Montenegro*

#### 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 rationale, 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 national administrations through the organization of country specific workshops on EU Budget Support targeted at the concrete topics proposed by representatives of ReSPA Members. This country specific workshop will be organized for the civil servants of Montenegro. The envisaged duration of the country specific 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 in public administration of Montenegro.

Therefore, ReSPA intends to contract two trainers to jointly develop, design and deliver the country specific workshop on EU Budget Support. The trainers will be contracted separately but are expected to work in a team under supervision of the responsible ReSPA Staff.

#### 2. Description of the Assignment

The country specific workshop will be focused on two main topics:

1. Definition of indicators in preparation of budget support operations and disbursement conditions for variable tranches – to be covered by the trainer 1;
2. Monitoring of implementation and reporting during the implementation of budget support operations – to be covered by the trainer 2.

ReSPA intends to select 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 day workshop.

The trainer 2 will have the task to explain and present all relevant aspects related to the second topic – Monitoring of implementation and reporting during the implementation of budget support operations. The trainer is required to present best practices that exist in this regard and to give concrete advices. 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 and case studies 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.

### 3. Tasks and Responsibilities

The 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;
- To draft the final report including the evaluation and recommendations from the workshop;
- Liaise directly with the ReSPA and take into consideration the instructions received beforehand. If necessary the draft agenda shall 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 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 project cycle management, EU external assistance, financial assistance, budget support 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.;

#### 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 the period November – December 2016. The precise dates of delivery will be later agreed within this tentative timeframe.

### 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 reimburse 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)

The abovementioned documentation shall be delivered to the following contact person and address:

**Mr. Duško Glodić**  
**Programme Manager (Legal)**  
**Regional School of Public Administration - ReSPA**  
**Branelovica, 81410 Danilovgrad, Montenegro**  
[d.glodic@respaweb.eu](mailto:d.glodic@respaweb.eu)