

# Procurement Notice and Terms of Reference

## **Assignment name: Institute, School, College or Higher Education institution to support ReSPA in designing and delivering the “Executive Training on EU Integration”**

*Reference Number: # 85/2023*

### **Section 1. Introductory Information**

#### 1.1 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\*<sup>1</sup> is a beneficiary. ReSPA's purpose is to help regional governments in developing better public administration, public services, and overall governance systems for their citizens and businesses and prepare for membership in the European Union.

ReSPA establishes close cooperation with ministers, senior public servants, and heads of function in Member countries. ReSPA also works in partnership with the European Union, Directorate General for Neighborhood and Enlargement Negotiations (DG NEAR), other regional players such as OECD/SIGMA and Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavor in Public Administration Reform, has contributed to capacity-building and networking through in-country support mechanisms, peering, and the production of regional research material.

ReSPA works primarily through regional networks, which operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There is one network – Programme Committee composed of the representatives of institutions in charge of PAR, government policy planning, and the European Integration coordination process and four regional thematic groups: Policy planning, better regulation and coordination of Centre of Government; European integration and accession negotiations (with specific reference to PAR and governance aspects); Human Resources Management and Development; and Service Delivery (digitalization and quality management).

#### **1.2 ReSPA now seeks to engage an Institute, School, College or Higher Education institution to support ReSPA in designing and delivering the “Executive training on EU integration”.**

1.3 Expected deliverables of the assignment are: as per Terms of Reference.

---

<sup>1</sup> \* 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

1.4 Tentative timeframe: the assignment is expected to be performed during **September - October 2023**.

## **Section 2. Language of the supporting documentation**

2.1 Language of application: The supporting documentation shall be prepared in English.

## **Section 3. Submission of the supporting documentation**

3.1 Interested candidates are invited to submit a proposal consisting of the following documentation:

- Copy of the founding document or any similar document that proves the establishment of the applicant as a specific learning organization;
- Organigramme of the applicant;
- A short methodology/proposal on how the programme will be delivered, including information on the certification modalities, information on the campus facilities, etc;
- A draft proposed programme of the Executive training, including topics and potential lecturers to deliver the sessions;
- Brief bios of the proposed lecturers;
- Financial offer (which shall specify a total sum amount in euros) in a separate document (not part of the CV or Methodology).

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by **11 September 2023** before midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the following reference: Application for activity number 85/2023.**

## **Selection 4. Evaluation of offers**

4.1 The offer will be evaluated against the required criteria as defined in the Terms of Reference.

4.2 The applicant securing the highest final ranking will be invited to negotiate the contract and the financial offer proposed by ReSPA. If negotiations are successful, the selected applicant will be awarded the contract. Should the negotiations fail; the next ranked applicant 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 can ReSPA be held liable for it, regardless of the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact: Mr. Gentian Xhaxhiu, Programme Manager-Coordinator via e-mail: [g.xhaxhiu@respaweb.eu](mailto:g.xhaxhiu@respaweb.eu), by **08 September 2023** (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](http://www.respaweb.eu)) by **09 September 2023**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.