

## **Terms of Reference**

# **Expert for contributing to leading and lecturing at the second module of ReSPA Academy on the evidence-based policymaking process**

### **Introduction**

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, Macedonia, Montenegro, and Serbia, while Kosovo\*<sup>1</sup> is a beneficiary. ReSPA's purpose is to help regional governments develop 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, specifically 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 activities through on-demand support mechanisms, peering, mobility schemes, and the production of regional research material.

The European Commission (EC) provides directly managed funds to support the ReSPA activities (research, training, and networking programs) in line with the EU accession process.

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).

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<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

Following the development of a comprehensive Analytical paper on policy coordination in Western Balkans<sup>2</sup> in 2021, ReSPA developed six analytical studies on legal and institutional systems for policy coordination, implementation practices and processes in each Western Balkan administration. These studies were discussed and promoted at the specific workshops on policy coordination issues organized by all ReSPA Members and Kosovo. ReSPA established a network of policy coordinators composed of the most relevant public servants and officials engaged in policy coordination processes to further improve the practice of policy coordination among its Members. One of the first tasks of this network is connected to an in-depth analysis of the initiative for organizing the more extended ReSPA Academy on evidence-based policymaking process.

In 2022, based on good practices in the region and curricula of public policy analysis at universities, the overarching Program of the Academy was discussed and adopted, and the model for the organization of the Academy was developed. The first module of the Academy for the evidence-based policymaking process was organized in Novi Sad, on 18-21 October 2022.

## Purpose

ReSPA is organizing the second module of the Regional Academy on the evidence-based policymaking process in Bar (Montenegro) on 5 - 8 June 2023.

This activity aims to improve participants' knowledge and professional skills related to the evidence-based policymaking process and to provide them with the opportunity to network with colleagues from the region.

The goal of the Academy is to strengthen further the capacity of civil servants in the area of evidence-based planning and to deepen civil servants' knowledge about methods and tools that can make complex policy planning work more efficient. In addition, harmonizing approaches in policy planning throughout the Western Balkan region will ultimately mean a better understanding of the common problems, a better definition of solutions, and strong preparation for full EU integration.

## Objectives and Scope of the Assignment

The concrete objectives of the second module "Introduction to Monitoring and Evaluation" of ReSPA Regional Academy on the evidence-based policymaking process are:

- To deepen knowledge of quality planning and implementation of the Monitoring and Evaluation process;
- To recognize, describe and, to a certain extent, apply adequate tools for setting up a good Monitoring and Evaluation plan;
- To familiarise the participants with the indicators for revised principles of Public Administrations in the area of policy development and coordination;

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<sup>2</sup>

<https://www.respaweb.eu/download/doc/Analytical+paper+on+policy+coordination.pdf/98f87a923de5e72d1492d83a5d244df6.pdf>

- To equip the participants with specific examples from the practice of monitoring and evaluation;
- To equip the participants with specific experience from the practice of policy coordination in Montenegro, work models with civil servants, training structure, and preparation of manuals and guidelines;
- To recognize, describe and, to a certain extent, apply guidelines for introducing a gender perspective in the Monitoring and Evaluation process;
- To explain the importance of evidence-based planning in the Monitoring and Evaluation process and for participants to recognize, map, and, to a certain extent, use data sources when forming indicators and to describe the impact of that process on the Monitoring and Evaluation process;
- To explain the importance of financial planning for the quality of the Monitoring and Evaluation process;
- To build connections among participants for future regional cooperation.

This Academy will bring together representatives of governmental institutions, senior to mid-level professionals with experience in policymaking, and actively participating in policy planning, from central government coordination institutions and line ministries. It is expected that the Academy will participate civil servants who cover various positions in the public administration hierarchy (managers and management staff, as well as civil servants at lower levels of the organization).

## Tasks and Responsibilities

The Expert is expected to prepare for and actively participate in the second module of ReSPA Academy on the evidence-based policymaking process in particular:

- To prepare and deliver the presentation on the specific topics defined in the programme of the second module (monitoring and evaluation, measuring success, learning, and adaptation, the importance of indicators and their measurement);
- To lead/organize specific exercises during the implementation of the module;
- To provide brief conclusions and insight for the way forward at the final session of the Academy;
- To prepare a report with recommendations for follow-up activities – to be submitted to ReSPA in English (up to 3 pages) after the module.
- To liaise directly with the responsible ReSPA Programme Manager and consider instructions received beforehand. All the materials should be submitted to the responsible ReSPA Programme Manager for approval beforehand and if necessary, all adjustments will be made in accordance with suggestions by ReSPA Programme Manager.

## Necessary Qualifications

### Educational background:

- Advanced degree in Political science, Public policies, European Studies, International Relations, Law, Economics, or related field;

### General professional experience:

- Minimum 5 (five) years of professional experience in public administration, international organizations, universities, or research institutes;

Specific professional experience:

- Minimum 3 (three) years of experience in the field of policy development;
- Professional experience in similar capacity building-activities, especially in the role of lecturer/presenter;

Skills:

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

## **Time-frame, Level of Effort, and Location**

The main assignment is to be completed from May - June 2023. The Expert is expected to participate at the ReSPA Academy on the evidence-based policymaking process in Bar, Montenegro, which will be held from 5 - 8 June 2023.

The Level of Effort is estimated at 10 (ten) expert days.

## **Remunerations**

The maximum amount of funds allocated for this assignment is 5,000 EUR for a total of up to 10 expert days. However, the daily fee per working day will be defined following ReSPA expert selection procedure based on assessed and evaluated expert capacities. The payment will be made in one installment upon finalization of the assignment.

Note: No other costs will be covered apart from the expert cost per day. The expert cost per day comprises of expert's fee per day and a lump sum for covering related costs, including travel, accommodation, local transport, meals, and other incidentals.

## **Reporting and Final Documentation**

The Expert will be requested to deliver the following documents:

- Outputs of the assignment (presentations held during the Academy sessions and exercises)
- *The Final report* in English, no later than ten days after completing the assignment. The report will be subject to the approval of the ReSPA as a contracting authority;
- Timesheet (original and signed);
- Invoice (original and signed).