



Terms of Reference

Expert to be engaged as lead lecturer in the third module of the Regional 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*¹ is a beneficiary. ReSPA aims 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, precisely the 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 operating 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 * This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ opinion on the Kosovo Declaration of independence

Following developing a comprehensive analytical paper on policy coordination in the Western Balkans 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 workshops on policy coordination issues organized by all ReSPA Members and Kosovo. Subsequently, ReSPA established a network of policy coordinators composed of the most relevant public servants, and officials engaged in policy coordination processes to further improve policy coordination among the public administrations of the WBs. One of the first tasks of this network is connected to an in-depth analysis of the initiative for organizing the more extended Regional 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 (Serbia), on 18-21 October 2022, while the second module was organized in Bar (Montenegro) on 5-8 June 2023. The Expert sought through this ToR will be engaged in designing and delivering the 3rd module.

Purpose

ReSPA is organizing the third module of the Regional Academy on the evidence-based policymaking process in Mostar (Bosnia and Herzegovina) on April 2 – 5, 2024.

This activity aims to improve participants' knowledge and professional skills in the evidence-based policymaking process and allow them to network with regional colleagues.

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 intense preparation for full EU integration.

Objectives and Scope of the Assignment

The concrete objectives of the third "Policy and Budget" of ReSPA Regional Academy on the evidence-based policymaking process are:

- To enhance understanding of interactions between policy and budget planning processes;
- To explain the importance of financial planning for the quality of the policy implementation;
- To recognize, describe, and, to a certain extent, apply tools for costing and budgeting of policy documents;
- To provide practical examples from policy development and coordination and budgeting practices in Bosnia and Herzegovina;

- To familiarise the participants with different approaches in the budgeting process, including the framework for introducing gender budgeting;
- To build connections among participants for future regional cooperation.

This module will bring together representatives of governmental institutions, senior to mid-level professionals with experience in policymaking, and actively participating in policy planning and budget planning from central government coordination institutions and line ministries. The Academy is expected to participate in civil servants who cover various positions in the public administration hierarchy (management staff (senior), 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 third module of ReSPA Academy on the evidence-based policymaking process, in particular:

- To provide an introduction and overview of the complexity of policy cycles, policy coordination, and policy budgeting in Bosnia and Herzegovina;
- To moderate, discuss and boost dialogue under various sessions of the programme;
- To prepare and deliver the presentation: How budgeting ultimately enhances the ability of public administration to achieve policy goals within available financial resources ;
- To organize and lead specific practical exercises on the costing of an action plan;
- 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 Economics, Finance, Public Administration, Public Management or similar fields;
- Post-University studies (PhD) will be considered an asset;

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 and/or public management;

- 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 **March until May 2024**. The Expert is expected to participate in person at the third module of ReSPA Academy on the evidence-based policymaking process in Mostar, Bosnia and Herzegovina, planned from April 2 – 5, 2024.

The Level of Effort is estimated at **9 (nine) expert days**.

Remunerations

The maximum amount of funds allocated for this assignment is **up to 4,500 EUR for a total of up to 9 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 the Expert's fee per day and a lump sum for covering related expenses, 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).