



Reference number: 17070/KS

PROCUREMENT NOTICE

Assignment Name: Procedure for Development and Validation of Training Curricula

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). 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. 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.

1.1 ReSPA now seeks to engage an expert to support the Kosovo* Institute for Public Administration (KIPA) in preparation of a new Procedure for Development and Validation of Training Curricula for and to train the KIPA staff in the implementation of the new procedure.

1.2 Tentative timeframe: the assignment is expected to be performed during March – May 2018, however, the precise dates will be agreed with the beneficiary institution.

Section 2. Preparation of CVs and supporting documentation

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

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

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 relation to the training curricula development in relation to capacity building of civil servants;
- Examples of their professional experience in development and implementation training programmes and curricula for civil servants.

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

Section 3. Submission of CVs and supporting documentation

3.1 The applicants are invited to submit the following documentation:

- **Proposal:**
 - Explaining the experience of applicants related to the assignment defined by the Terms of Reference;
- **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, if considered necessary)

3.2 The required documentation should be submitted in electronic format by e-mail and with the reference number – 17070/KS stated in title to the following address: procurement@respaweb.eu by 28 February 2018 before 16H00. 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 documents are 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 .

Any request for clarification must be sent by standard electronic communication to the above email address.

Terms of Reference Request for Services

1. Purpose

The Regional School of Public Administration (ReSPA) supports institutions of its Members and beneficiaries through the In-country support. Kosovo* Institute for Public Administration (KIPA) is responsible for the implementation of training policies and strategies, education and capacity development of the civil service of Kosovo* and functions as an executive agency within the Ministry of Public Administration.

The process of developing the KIPA Medium-Term Strategy 2016-2018 identified that the current training schemes are outdated and do not entirely meet the necessities of civil servants, especially those of the Ministry of Public Administration and municipal authorities. With the aim to improve quality standards of professional training, there is a need to establish adequate prerequisites and criteria to ensure that the content of curricula is oriented towards the actual vision of the public administration. In 2017, KIPA started drafting the 'Procedure for development and validation of training curricula and materials.' The draft-procedure includes standards and criteria for development of new training programs, ensuring that objectives and expected outcomes are clearly defined and training measures lead to the expected results. The procedure also aims to introduce internal system for review and validation of existing and new curricula and the training material. However, KIPA has requested ReSPA to engage an expert who would assist KIPA's staff in finalisation of this procedure and who would train its staff in the implementation of this procedure.

2. Description of the Assignment

- a. Finalisation of the new Procedure for development and validation of training curricula and materials

The expert will support KIPA staff to finalize the 'draft-administrative procedure for development and validation of training curricula and materials' in line with best European practices. The new procedure should introduce the process of quality standards and criteria for development of training curriculum, and the system of pre-evaluation and validation. The expert should identify different regional and European procedures and quality standards for development and validation (accreditation) of training curricula and materials, and recommend how to involve relevant beneficiary institutions in the development of training curricula. The expert should also recommend recent trends and latest research insights to be enshrined in the training curriculum.

- b. Training event

After the submission of finalised procedure document, the expert should prepare, develop and implement a training event on the new Procedure for development and validation of training curricula and materials. The training will be attended by up to 20 KIPA staff and external evaluators with expertise in both designing programmes and validation thereof. The training session will take

place in Kosovo* and should involve methods of training such as presentations, discussions, group work, case studies, skills exercise etc.

3. Tasks and Responsibilities

In order to accomplish the above described assignment, the expert shall perform the following tasks:

1. Finalise the Procedure for development and validation of training curricula and materials,
2. Explore the best European standards and practices relevant for the finalisation of the Procedure for development and validation of training curricula and materials,
3. Prepare and deliver training related to the new Procedure for development and validation of training curricula and materials,
4. Liaise directly with ReSPA and KIPA in implementation of these tasks,
5. Follow instructions given by the representatives of ReSPA and KIPA,
6. Prepare a comprehensive report on the performed assignment with suitable suggestions and recommendations for further ReSPA activities and with highlighted added value by the expert's intervention.

4. Necessary Qualifications, Experience and Skills

The expert shall possess the following qualifications, experience and skills:

Educational background:

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

General professional experience:

- Minimum ten years of experience in relation to training for civil service and development of capacity building programmes;

Specific professional experience:

- Minimum ten years of experience in work with the training curricula validation and evaluation;
- Proven track record in working with institutions in the field of training development and validation;
- Experience in delivering training and education programmes in the field of public sector and public administration;
- Experience in analysis and research in the field of administrative procedure, training curricula and training materials.

Skills:

- Team work;
- Analytical 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 assignment is envisaged to be performed at the expert's place of residence and in Prishtina, Kosovo*. Tentative timeframe for delivery is during March - May 2018. The precise dates of delivery will be later agreed with the selected expert and KIPA.

6. Remuneration

The contracted expert will be remunerated on the basis of a daily fee. The concrete fee for the selected expert will be determined based on the applicant's experience in accordance with the applicable ReSPA rules and within the budgeted maximum for this assignment.

Level of effort for the performance of assignment is sixteen (16) expert days structured in the following way:

- 7 days for finalisation of a new Procedure for Development and Validation of Training Curricula;
- 5 days for preparation of training on the new procedure;
- 3 days for the training delivery to the KIPA Staff; and
- 1 day for reporting on the assignment.

In addition to the expert's fee, ReSPA will organise and cover the international round travel for the expert to and from Prishtina. The expert will be provided with per diems during his/her mission in Prishtina. ReSPA shall apply per diem's scale defined for EU external actions and per diem shall cover: accommodation, meals, local travel within the place of mission and sundry expenses.

7. Reporting and Final Documentation

The Expert will be requested to deliver the following documents:

- *Finalised Draft Procedure for Development and Validation of Training Curricula and Materials;*
- *Training materials related to the above-referred Procedure* (programme, agenda, presentations, case studies, etc);
- *Final report* (incl. Annexes) in English including all remarks, inputs and feedback from the beneficiary institution and highlighting the added value of the performed assignment. The report will be subject of approval of the ReSPA as a contracting authority;
- *Timesheets* (original and signed);
- *Invoices* (original and signed);
- *Boarding passes* (original).