

## Procurement Notice

*Assignment name:*

***Expert/s to organize and deliver a Training of Trainers Programme for Regulatory Impact Assessment and Impact Assessment Methodology in Albania – In country support for Albania***

***Reference Number: #19100***

### **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\*<sup>1</sup> 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 for the membership of the European Union.

ReSPA establishes close co-operation 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 actors 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 in-country support mechanisms, peering and the production of regional research material.

The European Commission (EC) provides directly managed funds for the support of the ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, three EC Grant Contracts (GCs) have been implemented by ReSPA during the period 2010-2018. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2021.

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, Public Financial Management (PFM) and government policy planning and the European Integration (EI) co-ordination process and five Working groups: (1) Centre-of-Government

---

<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

Institutions; 2) Better Regulation; 3) Human Resource Management and Development; 4) E-Governance; and 5) Quality Management.

ReSPA is implementing its activities through the Secretariat which is consisting of staff members from the Western Balkan region. The Secretariat is located in Danilovgrad, Montenegro.

1.2 ReSPA now seeks to engage expert/s to provide support in the area of Regulatory Impact Assessment, more specifically to organize and deliver a Training of Trainers Programme for Regulatory Impact Assessment and Impact Assessment Methodology in Albania.

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

1.4 Tentative timeframe: the assignment is expected to be performed during period June – October 2021.

1.5 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 general and specific professional experience, in line with ToR;
- Professional experience in the role of expert / lecturer / trainer.

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

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

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

- **Proposal/Methodology**: explaining their experience related to the 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, if needed).

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 **03 June 2021 before midnight**. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: **19100 – Expert/s to organize and deliver a Training of Trainers Programme for Regulatory Impact Assessment and Impact Assessment Methodology in Albania – In-Country Support for AL.**

Public/civil servants from ReSPA Members and Kosovo\* are not eligible to apply.

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

4.1 The offer will be evaluated in accordance with 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 two installments (details are provided in the ToR).

5.2 The following document is attached to this Procurement Notice: Terms of Reference (ToR).

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 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 (Legal) via e-mail: [g.xhaxhiu@respaweb.eu](mailto:g.xhaxhiu@respaweb.eu), by **27 May 2021** (midnight), at 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 **31 May 2021**. Any request for clarification must be sent by standard electronic communication (e-mail) to the above e-mail address.



# Terms of Reference

## Request for Services

### *Expert/s to organize and deliver a Training of Trainers Programme for Regulatory Impact Assessment and Impact Assessment Methodology in Albania*

#### **1. Introduction and background**

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\* is a beneficiary. ReSPA's purpose is to help governments in the region to develop better public administration, public services and overall governance systems for their citizens and businesses, and prepare for the membership of the European Union.

ReSPA establishes close co-operation with Ministers, senior public servants and heads of units in Member countries. ReSPA also works in partnership with the European Union, specifically Directorate General for Neighborhood and Enlargement Negotiations (DG NEAR), other regional actors 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 in-country support mechanisms, peering and the production of regional research materials.

The European Commission (EC) provides directly managed funds for the support of the ReSPA activities (research, training and networking programmes) in line with the EU accession process. The current EC grant supports the implementation of the activities required for contribution to the achievement of the three strategic objectives during the period 2019-2022.

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, Public Financial Management (PFM) and government policy planning and the European Integration (EI) co-ordination process and five Working groups: (1) Centre-of-Government Institutions; 2) Better Regulation; 3) Human Resource Management and Development; 4) E-Governance; and 5) Quality Management.

One of the tools that ReSPA uses to deliver its assistance is the “in-country support mechanism”, which provides direct tailor-made support to each of the Countries (Members of ReSPA) based on concrete needs that have been identified by the administration of the country itself. In this regard, the Albanian RIA Unit<sup>2</sup> (within the Prime Minister Office) has submitted a request to ReSPA to assist the institution in *organizing and delivering of a Training of Trainers (ToT) Programme for Regulatory Impact Assessment (RIA) and Impact Assessment Methodology in Albania*. The organization and delivery of the “RIA ToT programme” is in line with the best practice of the experiences with RIA capacity building across Europe, since only a comprehensive and continuously implemented ToT programme for RIA can ensure sustainability of any capacity building activities in the area of evidence-based policy making.

## 2. Purpose

The purpose of this assignment is to *organize and deliver a Training of Trainers (ToT) Programme for Regulatory Impact Assessment (RIA) and Impact Assessment Methodology in Albania*. The RIA ToT program will help the establishment of the network of local trainers on RIA and existing Impact Assessment Methodology in Albania, which is of crucial importance for further development of RIA and its advanced application among the Albanian public administration. This Terms of Reference (ToR), aim to make a thorough description of the assignment, the problem statement, profile of the required expert/s, tasks and responsibilities and other necessary elements in order to achieve the abovementioned purpose.

## 3. Problem statement and description of the assignment

One of the policy goals of the ***Albanian Crosscutting Public Administration Reform Strategy*** is to have policymaking, legislation drafting, monitoring and evaluation systems, which are clearly defined and regulated, linked with government priorities and budget planning in order to enhance efficiency by enabling the government to have analysis-based policies, drafting of qualitative policies and legislation and approximation of legislation to the EU Acquis. The Specific Objective 2 of the Strategy refers to enabling transparent and all-inclusive system of drafting laws, which is based on the policies and, which ensures alignment with the EU Acquis, while the Specific Objective 3 refers to building of an effective monitoring and evaluation system of strategies, programs and legal framework in force. Continuous RIA capacity building is necessary in order to reach the mentioned Specific Objectives, as well as to contribute essentially to the achievement of the specified policy goal on policy making and legislative quality.

The Albanian School of Public Administration (ASPA) offers different sorts of trainings, including a training on policy making, however, there is neither training available on the government-approved Impact Assessment Methodology, that is RIA, nor training of trainers for Regulatory Impact Assessment (RIA ToT). So far, training activities were conducted by the external support of SIGMA and EC Technical Assistance for Improving Regulatory Framework and Public Consultation. Currently, there are no local trainers with experience in running similar systematic

---

<sup>2</sup> Regulatory and Compliance Department (RCD) in the Prime Minister Office (PMO) of Albania.

training programs for line ministries, and this represents a challenge when it comes to the future of capacity building in the area of RIA.

In the countries where RIA has been introduced only recently, as it is the case in Albania, it is of crucial importance, and the only logical step – to train the staff of a specific RIA scrutiny body first. Hence, the intention is to train the people involved in the RIA Unit in the PMO RCD to be future RIA trainers in Albania. This sort of capacity building will serve to significantly help the participants advance their knowledge and skills on how to conduct RIA, how to review the quality of RIA reports and how to develop and deliver future RIA trainings. Once the first group of RIA trainers is trained and able to organize and deliver RIA trainings for RIA coordinators and other staff of line ministries involved in evidence-based policy making, the network of RIA trainers may be broadened further.

**The general objective** of the RIA ToT programme shall be to improve the overall compliance of Line Ministries with adopted RIA standards and increase the quality of analysis presented through the RIA system. **The specific objective** of the RIA ToT programme shall be to establish a pool of local trainers who will be able to continuously deliver capacity building activities on RIA to civil servants across the Albanian public administration in the forthcoming period. The RIA ToT programme will aim to give these future trainers the background knowledge, skills and practical experience to deliver training to civil servants on the requirements related to the implementation of the RIA standards established in the current policy, legal and methodological framework in Albania. More specifically, the RIA ToT objectives will be to:

- Ensure that the future RIA trainees have a full understanding on the roles and responsibilities, procedures and standards on the RIA process;
- Equip the trainees with practical skills and knowledge to conduct quality RIA process and prepare RIA reports by using all the available tools and techniques which can be utilised during the RIA process and which are set by the current policy, legal, methodological and institutional framework;
- Equip the trainees with practical skills on how to review the quality of the RIA reports prepared by line ministries;
- Provide the trainees with necessary knowledge on adult learning outcomes and fundamental training skills needed for designing and delivering trainings to public officials;
- Improve the communication and presentation skills of the trainees.

Varied **training methods** shall be used during the RIA ToT programme, serving the development of the training skills of the future trainers, and their knowledge on how to use different approaches to the training delivery. The training methods will include (indicatively):

- Presentations to participants on the main RIA standards, steps and methodology, how to conduct the RIA process, analytical techniques and methods that could be used during the RIA process, how to prepare RIA report, etc.;
- Group discussions with participants on the previously lessons learned from the RIA process, their experiences, etc.;
- Practical exercises and small group work regarding different aspects of RIA, such as how to conduct the RIA process, how to prepare RIA report, how to integrate outcomes of

public consultations into the RIA process and RIA report, how to review the quality of already prepared RIA reports and provide suggestions for improvements, etc.;

- Brainstorming on the above-mentioned topics, etc.

In case the Covid-19 epidemiological situation will not allow organization and delivery the ToT Programme in person, then it shall be organized and delivered online (a hybrid option can also be taken into consideration: in person and online combination).

**Expected results:** At the end of the RIA ToT programme there shall be at least 6 local RIA Trainers (staff of the RIA Unit in PMO, but efforts shall be made to identify other potential participants from Line Ministries to be also included in this Programme). The assumption is that the RIA ToT participants will have advanced knowledge on RIA standards and methodology, but this is not a pre-requisite for participation in the ToT Programme.

**The main expected outcome** of the implementation of the RIA ToT programme is the preparation of trainers who apply effective methods of adult learning and interactive techniques to train other civil servants on RIA and evidence-based policy making. In this way, trainers will be able to contribute to building capacities of other civil servants in developing their competences and supporting their institutions in the implementation of the adopted RIA standards and methodology. The participants who will successfully complete all the modules of the training and will be positively assessed by the expert/s, *shall be certified by ReSPA*. The certified RIA trainers will understand all the elements of the RIA process, and will gain necessary skills to conduct RIA process, develop quality RIA reports and assess their quality, as well as to organize and deliver RIA trainings in the forthcoming period.

Depending on the experiences during the RIA ToT programme as well as insights into what are the specific interests of the RIA ToT participants, once the RIA ToT participants successfully finalise the ToT programme and get certified - additional trainings for them and/or hands-on support at trainings organized by the ToT certified trainers could be organised, equipping them with more in-depth knowledge on specific topics and specialization in those topics.

The training modules and curricula (presentations) shall be donated to the PM Office and/or the Albanian School of Public Administration (ASPA), in order to include them as part of ASPA's own training programme to provide regular RIA Training to all civil servants in Albania.

#### **4. Tasks and responsibilities**

The general proposed/indicative structure of the RIA ToT programme may include 3 components:

1. Understanding RIA standards and methodology;
2. Training skills and methods;
3. Practical use and demonstration of training skills and competences on RIA.

Nevertheless, the expert/s are free to propose their own methodology during the application phase.

To this end, the expert/s shall perform the following tasks and have the following responsibilities:

- 1) Preparation of the RIA ToT materials – 4 working days;
- 2) Delivering the RIA ToT program – 12 working days;
- 3) Mentoring of the RIA ToT participants – 6 working days;
- 4) Involvement in the practical part of the RIA ToT program – 6 working days;
- 5) Preparation of the Final Report on the implementation/performance and finalization of the assignment indicating key challenges, lessons learnt and relevant recommendations for future work of ReSPA in this area. Consolidation of the evaluation forms – 2 working days;

The abovementioned tasks and responsibilities represent the milestones of the assignment, but the expert, may propose slight changes/adaptations, upon agreement with the ReSPA Programme Manager in charge.

The expert/s shall closely cooperate with the responsible officials of the Regulatory and Compliance Department (more specifically the RIA Unit) in the Prime Minister Office of Albania during the implementation of the assignment. The RIA Unit will provide the expert with all necessary information and logistic support. The engaged expert shall also liaise with the ReSPA Programme Manager in charge of the assignment and will take into consideration the instructions received beforehand.

## 5. Necessary Qualifications of the expert/s

Potential experts interested to be engaged under this assignment may apply individually, or as a **team of experts (up to two experts)**, provided that they both fulfil the criteria described below, make a joint application, provide a joint methodology and make a clear division of tasks and working days in the application phase.

The expert/s need to have **a diverse but compatible experience in RIA** and, preferably, RIA capacity building, including preparation and delivery of a number of comprehensive capacity building and training programs on RIA, design of training curriculum, design of training plan, preparation of the training materials, organization, coordination, delivery and evaluation of the trainings. More specifically, the expert/s shall possess the following profile:

### Qualifications:

- MA or graduate degree in Public Management/Policy and Administration, Law, Economics, Finance, Political Sciences and related/similar fields.
- PhD shall be considered an asset.

### General professional experience:

- At least 10 (ten) years of experience working in / with public administration and / or related matters.

Specific professional experience:

- At least 5 years of experience in positions and/or assignments related to Better Regulation and RIA, including experience in organizing and delivering RIA capacity building programmes;
- Experience in delivering trainings, workshops, conferences as well as previous engagements in preparation of Guidelines, methodologies, policy papers, analysis, etc.;
- Familiarity with the Albanian framework / state of play on Better Regulation and RIA.
- Previous engagements in assignments in the Western Balkans (specifically Albania) shall be considered an asset.

Skills:

- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Ability to work in team;
- Training and moderation skills;
- Proficient in Microsoft Office package;
- Ability to prepare and deliver well-structures Power point presentations;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

In addition, the expert shall possess the following competencies and core values:

- Demonstrates professional competence to meet responsibilities and task requirements, and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result orientation: plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;
- Demonstrates integrity and fairness by modelling ReSPA values and ethical standards;

Note: The expert/s shall not be civil/public servant in any of the Western Balkans administrations in the moment he/she applies.

## **6. Timing and Location**

The assignment foresees work from home/office and, if allowed by the circumstances, on the site (Tirana, Albania). Meetings/training in person should be delivered in small groups respecting all restriction measures imposed by Covid-19 pandemic.

The assignment will be performed, tentatively, from June to October 2021.

## 7. Remunerations

The assignment foresees up to **30 (thirty) working days** for the expert/s and shall be (tentatively) organised in two phases:

No.	Activity	Maximum No. of working days
<b>PHASE 1</b>		
1	Preparation of the RIA ToT materials	4
2	Delivering the RIA ToT program	12
<b>PHASE 2</b>		
3	Mentoring of the RIA ToT participants	6
4	Involvement in the practical part of the RIA ToT program	6
5	Preparation of the Final Report and consolidation of the evaluation forms	2
	<b>TOTAL:</b>	<b>30</b>

The payment will be done in two instalments upon completion each of the phases of the assignment. The final products will be subject to approval from ReSPA before the execution of the payment.

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 (if needed) a lump sum for covering related costs which include, travel, accommodation, local transport, meals and other incidentals. ReSPA and the expert/s shall agree before the signature of the Service Contract on the rate of the daily fee.

## 8. Reporting and Final Documentation

The expert will be requested to deliver the following documents before the payment is conducted (in line with the two different phases described above):

### **Outputs:**

- One package of RIA ToT training materials (PPT, curricula);
- Daily presence list of participants attending the training modules;
- One final report on the implementation/performance and finalization of the assignment indicating key challenges, lessons learnt and relevant recommendations for future work of ReSPA in this area;
- Consolidated evaluation forms.

### **Documents required for payment:**

- Invoice (original and signed);
- Timesheets (original and signed);
- Final report in English, no later than seven days after the completion of the Assignment. The report will be subject of approval by ReSPA as contracting authority<sup>3</sup>;

<sup>3</sup> The Final Report will be required for the execution of the second/final payment.