

# Procurement Notice

*Assignment name:*

**Expert/s for Expert for producing analysis of the lessons learned of EU support to Public Administration Reform through IPA II**

**Reference Number: #21011**

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

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.

1.2 ReSPA now seeks to engage one expert to provide support in the area of PAR.

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 lecturer / researcher.

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: explaining their experience related to the analysis 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).

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 **18 June 2021 before midnight**. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: **“21011 Expert/s for “EU support to PAR though IPA II”**.

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

#### **Selection 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 two installments, 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 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 **14 June 2021** (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 **16 June 2021**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.



## Terms of Reference

# Expert for producing analysis of the lessons learned of EU support to Public Administration Reform through IPA II

### Introduction

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, Montenegro, North Macedonia, and Serbia, while Kosovo\*<sup>2</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 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 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

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

Since 2019 ReSPA has regularly organised High-level policy dialogue meetings which provide the opportunities for the ministers responsible for PAR for closed meetings to discuss best practices experiences on reforming their public administrations and various issues related to cooperation in PAR, and to explore modalities for further cooperation with their counterparts and institutions in the region, and broader.

In 2021 the High-level meeting will be organised during September in Belgrade (Serbia) and for this meeting ReSPA seeks to find an expert who will prepare overview of IPA II support to Western Balkan countries to area of PAR.

## Explanation

Public Administration Reform, together with the Rule of Law and Economic Governance, remains key priority in the EU Enlargement process. A well-functioning public administration plays a fundamental role in the European integration process by enabling the implementation of crucial reforms and efficient accession dialogue with the European Union. PAR is a cross-cutting issue of fundamental importance for success in political and economic reforms, and is building a basis for implementation of the EU rules and standards. The quality of administration directly impacts the ability of governments to provide public services, to prevent and fight against corruption, and to foster competitiveness and growth.

In previous EU financial perspective 2014-2020 IPA II has redefined the instrument's objectives – to prepare candidate countries and potential candidates for EU accession. One of the important novelties IN IPA II was wide sector approach and utilization of the direct budget support. Some evaluations of IPA II show that “where IPA II sectors and national sectors coincide and have clear homogeneity, coherence is evident and promises improved performance”. Evidence suggests a positive assessment of the usefulness of IPA II for increasing the political and policy engagement in reforming by beneficiary countries.

Budget support to PAR has been a catalyst for institutional changes in those countries (e.g. Serbia, Montenegro, Albania) where it is being delivered. Evaluations also, confirmed that budget support to PAR has also enhanced policy dialogue.

In new multiannual financial framework (2021-2027) EU established IPA III which provokes additional challenges for beneficiary countries in programming of this support. Therefore, it is very relevant that the ministers responsible for PAR in Western Balkan countries can be informed on the mapping of EU previous and ongoing support to PAR in IPA II and basic lessons learned with utilisation of IPA II in area of PAR.

## Tasks and Responsibilities

The Expert shall perform the following tasks and responsibilities:

- To conduct a comprehensive desk research of the relevant documentation and literature on IPA II support to PAR and produce an analytical document;
- To prepare and deliver the presentation with the mapping of IPA II support to PAR at High-level Ministerial Dialogue which is planned to be organized in Belgrade (Serbia) during September 2021;
- To participate in the discussion after the presentation;
- To prepare a report with recommendations for follow up activities – to be submitted to ReSPA in the English language, after the High-level Dialogue.

The Expert shall liaise directly with the responsible ReSPA Programme Manager and take into consideration 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 done in accordance with suggestions by ReSPA Programme Manager.

## Necessary Qualifications

The Expert shall possess the following profile:

### Qualifications and skills:

- Advanced degree in Economics, Political Science or related field;

### General professional experience:

- Minimum 10 years of professional experience in universities or research institutes, public administration, or international organisations;

### Specific professional experience:

- Professional experience in similar activities, especially in the role of researcher / presenter;

### Skills:

- Team work;
- Excellent analytical skills;
- High presentation skills;
- Excellent written and oral communication skills in English;
- Ability to write clear and coherent guidance documents;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

## Timing and Location

The assignment foresees work from home and one mission. The assignment will start in June 2021, until October 2020.

The Expert is expected to participate at the at High-level Ministerial Dialogue which is planned to be organised in Belgrade (Serbia) during September 2021

## Remunerations

The assignment foresees up to fifteen (15) working days for the Expert.

Activity	Max. No. of working days
Preparatory (researching) activities	13
Presentation of the analysis	1
Reporting activity	1
<b>TOTAL:</b>	<b>15</b>

The daily fee shall be determined based on the expert's experience within maximum rate allocated for this activity and following the profiling performed in accordance with ReSPA rules. The payment will be done in one instalment, following the submission of the final report and necessary documents.

ReSPA reserves the right to change the timing and volume of the assignment and will timely inform assigned expert if such changes occur.

**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 which include, travel, accommodation, local transport, meals and other incidentals.

## Reporting and Final Documentation

The Expert will be requested to deliver the following documents before the payment is conducted:

- *Final report* in English, no later than three days after the completion of the Assignment. The report will be subject of approval of the ReSPA as a contracting authority;
- Timesheet (original and signed);
- Invoice (original and signed).

The abovementioned documentation shall be delivered to the following contact person and address:

**Ms. Marija Orovic, Programme Assistant**  
**Regional School of Public Administration - ReSPA**  
**PO BOX 31, 81410 Danilovgrad, Montenegro**  
[m.ovic@respaweb.eu](mailto:m.ovic@respaweb.eu)