

Procurement Notice and Terms of Reference

*Assignment name: Recruitment Agency or Team of recruitment experts to assist
ReSPA during the recruitment of 1 vacant position Director*

Reference Number: 53/2026

Section 1. Introductory Information

1.1 Background information on the Regional School of Public Administration (ReSPA)

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 Kosovo¹ 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.

1.2 ReSPA now seeks a Recruitment Agency or Team of recruitment experts to assist ReSPA during the recruitment of 1 vacant position (Director)

1.3 Expected deliverables of the assignment are: as per Terms of Reference (see below).

1.4 Tentative timeframe: the assignment is expected to be performed during September – November 2026

1.5 NOTE: Please, clearly indicate in the Methodology that you shall submit the entity with whom the contract would be concluded (in case your application will result successful), i.e. whether the contract would be concluded with:

- **Each individual expert, as a part of the team of experts (as physical persons);**
- **A recruiting agency/company on behalf of the experts (the name of the agency/company should also be provided).**

This cannot be changed in the procedure to follow.

In addition, you are kindly requested to fill and submit the following documents:

- **Identification Form (for private law body)** – attached to this Procurement Notice. There is no requirement for the document to be stamped by the bank.
- **Identification Form (for individual expert)** – attached to this Procurement Notice. There is no requirement for the document to be stamped by the bank.

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

Section 2. Preparation of CVs and supporting documentation

2.1 Language of application: 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 as required by ToR.

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:

- Written methodology: explaining their experience related to the subject of the assignment, how they understand the ToR, 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;
- Company profile; brief description of relevant assignments, if applicable
- 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).
- Financial offer (which shall specify a total sum amount in euros as well as max. number of working days proposed) in a separate document.

3.2 The required documentation should be submitted in electronic format by e-mail to the following address: procurement@respaweb.eu by **17 August 2026, before midnight**. Late submissions will not be considered for evaluation.

The application should contain in the e-mail title the following reference: **53/2026 – Recruitment Agency or Team of recruitment experts to assist ReSPA.**

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 negotiate the contract and the fee proposed by ReSPA. If negotiations are successful, the selected candidates/company will

be awarded the contract. Should the negotiations fail; the next ranked candidates/company will be invited to negotiations.

Section 5. Final Considerations

5.1 The payment will be as stated in the ToR, 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: Ms. Ivana Bajo, Personal Assistant to Director via e-mail: i.bajo@respaweb.eu, by **24 July 2026** (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) by **31 July 2026**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

Terms of Reference

Request for Services

Recruitment Agency or Team of recruitment experts to perform the tasks of the Assessment Centre during the recruitment of 1 vacant position (Director)

1. Background

The [Regional School of Public Administration \(ReSPA\)](#) is an international inter-governmental organization established to enhance regional cooperation, promote shared learning and support the development of public administration in the Western Balkans. ReSPA Members are the Republic of Albania, Bosnia and Herzegovina, Montenegro, the Republic of North Macedonia, and the Republic of Serbia, while Kosovo² is a beneficiary of ReSPA activities. ReSPA's purpose is to assist governments in the Western Balkans to 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). The decision-making body of ReSPA is the Governing Board composed of the Member governments' representatives while the European Commission participates in its works in the capacity of Observer. The activities of ReSPA are executed by its Secretariat which is located in Podgorica, Montenegro.

The European Commission provides directly managed funds to support ReSPA activities. As of January 2026, ReSPA is implementing the sixth EC Grant Contract, *"Enhancing public governance and EU integration in the Western Balkans and Eastern Partnership region: Support to ReSPA for advancing the Public Administration Reform Agenda"*. Hence, along with the Western Balkan administrations, ReSPA also engages civil servants from Ukraine, Moldova and Armenia through its activities and direct support instruments.

Guided by its Strategic Orientation 2025-2030, ReSPA is moving from public administration reform to public administration excellence by supporting a professional, accountable, resilient, transparent, citizen-oriented and innovative public sector. Its mission is to modernise and digitalise public administrations, strengthen management systems and civil servants' competencies, and improve the quality, accessibility and reliability of services for citizens and businesses.

² 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

ReSPA works primarily through regional networks at ministerial, senior-official and expert-practitioner levels, and five thematic groups: (1) Policy Management, Better Regulation and Simplification; (2) European Integration and Accession Negotiations; (3) Human Resources Management and Professional Development; (4) Service Delivery, including digitalisation of public services and quality management; and (5) Public Financial Management.

2. Description of the Assignment

ReSPA's Governing Board has appointed a Selection Committee to conduct the recruitment and selection process for the new ReSPA Director. The overall objective of the assignment is to assist the Selection Committee by designing, organizing, administering, and reporting on a competency-based Assessment Center for this vacancy.

The selected experts shall conduct the Assessment Center for the abovementioned vacancy, namely at least the following exercises, in accordance with the applicable rules:

- Role simulation exercise
- Personality Profile
- Short oral and Written Presentation
- Cognitive ability tests

The Assessment Center shall:

- provide an objective and evidence-based assessment of shortlisted candidates;
- assess the competencies identified in the Vacancy Announcement and listed below;
- apply recognized Assessment Center methodologies and professional standards;
- ensure equal treatment of all candidates;
- provide structured assessment reports to support the Selection Committee.

The Assessment Center shall be organized for a maximum of ten (10) shortlisted candidates.

The Assessment Center shall be designed to assess the competencies specified in the Vacancy Announcement for the position of ReSPA Director as follows:

- Strategy and vision;
- Achievement focus;
- Stakeholder management and collaboration;
- People leadership;
- Decision making and judgment;
- Communication;
- Innovation and change;
- Ethics and integrity;
- Resilience.

In agreement with the selection Committee, the Assessment Centre may focus on selected competencies only.

The contractor shall determine the most appropriate assessment methodology for measuring those competencies.

The contractor shall explain, in its proposed methodology, how the selected assessment techniques measure these competencies.

The contractor shall finalize the exercises, the assessment methodology and techniques in consultation with the Selection Committee.

The requirements and eligibility criteria for the vacant position (Director) are defined by the Vacancy announcement, which can be accessed in the following link:
<https://www.respaweb.eu/90/vacancies>

Important Notes:

- In the case of the individual recruitment experts, they shall submit a joint application and shall be jointly liable vis-à-vis the process.
- In the case of an agency/company, the names of the proposed recruitment experts and their CVs shall be provided during the application phase.
- The recruitment agency shall not be based in a ReSPA Member and the recruitment experts shall not be nationals of the ReSPA Members.

3. Tasks and Responsibilities

The recruitment company or team of recruitment experts shall perform the following tasks and has the following responsibilities necessary for the preparation, implementation and reporting of the Assessment Centre:

- development of the Assessment Centre methodology;
- preparation of assessment materials;
- administration of the Assessment Centre;
- observation and assessment of candidate performance;
- preparation of candidate assessment reports;
- preparation of a consolidated Assessment Centre Report;
- presentation of assessment results to the Selection Committee, if requested by ReSPA.

Duration of the assignment is up to 15 working days.

4. Necessary Qualifications and Experience

4.1 Qualifications and Experience of the Recruitment Agency/Company

The Recruitment Agency/Company shall demonstrate that it has:

- At least five (5) years of experience in executive recruitment and selection or competency-based assessment services.
- Proven experience in designing and administering Assessment Centres for senior management and/or executive positions.
- Successfully implemented at least three (3) comparable recruitment or assessment assignments during the last five years, preferably for public sector institutions, international organizations, EU institutions, or similar entities.
- Demonstrated organizational and technical capacity to conduct competency-based assessments, including remote assessment activities where required.
- The capacity to provide qualified experts meeting the requirements set out below.

4.2 Qualifications and Experience of the Proposed Experts

The experts proposed by the Recruitment Agency/Company or the independent team of recruitment experts should comply with the following requirements:

Qualifications:

- MA or graduate degree in Human Resource Management or Psychology, Public Management/Policy and Administration, Law, Economics and related/similar fields.

General professional experience:

- At least 7 (seven) years of experience working in/with public administration and/or related matters.

Specific professional experience:

- At least 5 years of experience in competency-based recruitment in the EU Member States, either in private or public sector, EU institutions or international organizations;
- Demonstrated experience in organizing recruitment and selection processes;
- Previous engagements in similar assignments in the Western Balkans 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;
- Ability to work with people of different nationalities, religions and cultural backgrounds.
- Ability to work collaboratively online/remotely and via e-mail.

Note: The proposed experts shall not be nationals of the ReSPA Members and shall not be civil/public servants in any of the Western Balkans administrations at the moment they apply.

5. Timing and Location of Performance

The assignment will be performed indicatively during **September – November 2026**. ReSPA and the Agency or the team of recruitment experts will agree on a more detailed plan of activities. The assignment will be office-based. ReSPA aims to organize the final testing phase remotely.

6. Remuneration

The Recruitment Agency or the team of recruitment experts will be remunerated based on the daily fee and the assignment is expected to allocate indicatively up to **15 working days**.

The maximum amount of funds allocated for this assignment is **7.500.00 EUR for a total of up to 15 working days**.

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. As stated above, ReSPA aims to organize the final testing phase remotely.

The payment will be effectuated in one instalment after the completion of the assignment and following the approval by ReSPA of the submitted report.

7. Reporting and Final Documentation

The recruitment agency, or team of experts, will be requested to deliver the following documents, in addition to documents related to the recruitment process, before the payment is conducted:

- Final Report on the performed assignment upon the completion of the recruitment process and documents as stated in the section on tasks and responsibilities;
- Invoice, original and signed, and
- Timesheets.