Procurement Notice

Assignment name: **Expert(s) for the Instructional Design and Moodle Development of Two LMS Training Modules for the Academy for Professional Development and Training of Administrative Servants of North Macedonia**

Reference Number: Expert(s) for the Instructional Design and Moodle Development of Two LMS Training Modules

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 intergovernmental organization that enhances regional cooperation, promotes shared learning, and supports 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 aims to help regional governments develop better public administration, public services, and overall governance systems for their citizens and businesses and prepare them for membership in the European Union.

ReSPA establishes close cooperation with ministers, senior public servants, and unit heads in member countries. ReSPA also works in partnership with the European Union, precisely the Directorate General for Enlargement and Eastern Neighbourhood (DG ENEST), other regional actors such as OECD/SIGMA and the Regional Cooperation Council (RCC), as well as agencies and civil society organizations. Since its inception, ReSPA, as an international organization and a key regional endeavour in Public Administration Reform, has contributed to capacity-building and networking activities through on-demand support mechanisms, peering and the production of regional research materials.

The European Commission (EC) provides directly managed funds to support the ReSPA activities (research, training and networking programmes) in line with the EU accession process. Currently, ReSPA is implementing its sixth EC Grant Contract "Support to the Regional School of Public Administration for implementing PAR Agenda and facilitating EU accession process in the WBs", which is active as of 1 January 2026.

ReSPA works primarily through regional networks which operate at three levels: Ministerial, Senior Officials, and networks/working groups of experts and senior practitioners. There are five regional 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 (digitalization and quality management); (5) Public Finance Management.

1.2 ReSPA supports the development of two priority e-learning modules for the MPA Learning Management System (LMS): “General Legal Framework of Public Administration” and “Effective Teams, Teamwork and Decision-Making”. The support is organised through three complementary

assignments: (1) content development for Module 1; (2) content development for Module 2; and (3) instructional design and Moodle development. **This Procurement Notice covers assignment (3): ReSPA plans to engage expert(s) to carry out the instructional design, multimedia production, translation and Moodle development of the two modules, based on the content delivered under assignments (1) and (2).**

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

1.4 Tentative timeframe: the assignment is expected to be performed from November 2026 – February 2027

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:**

- **the expert as a physical person;**
- **a company on behalf of the expert (the name of the company should be also provided).**

This cannot be changed in the procedure to follow.

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

- **Legal Entity File (for individual expert) – attached to this document**
- **Legal Entity File (for private company) - attached to this document**

Please, also submit any supporting document required in these templates.

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 / presenter.

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 particular 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).
- 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 **23 November 2026 before 11 AM CET**. Late submissions will not be considered for evaluation.

The application should contain in the e-mail the following reference: Expert(s) for the Instructional Design and Moodle Development of Two LMS Training Modules

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 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 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. Rozalija Karchicka-Vasilevska, Programme Manager via e-mail: r.karchicka-vasilevska@respaweb.eu, by **13 November 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 **19 November 2026.** Any request for clarification must be sent by standard electronic communication to the above e-mail address.

* 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.