

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 (Programme Manager)

Reference Number: 63/2025

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 Kosovo* 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 (Programme Manager)

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-October 2025.

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.

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

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

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;
- 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 **2 September 2025, before midnight**. Late submissions will not be considered for evaluation.

The application should contain in the e-mail title the following reference: **63/2025 – 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: Mr. Genti Xhaxhiu, Programme Coordinator via e-mail: g.xhaxhiu@respaweb.eu, by **26 August 2025** (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 **28 August 2025**. 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 assist ReSPA during the recruitment of 1 vacant position \(Programme Manager\)](#)

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 Kosovo* 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

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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 (EC) provides directly managed funds for the support of ReSPA activities (trainings, workshops, networking meetings, research and other various capacity development activities) in line with the PAR Agenda and EU accession process. The overall objective of the upcoming EC grant contract (2023-2025) is to assist the reforming of public administrations in the Western Balkans in line with the Principles of Public Administration and European integration, contributing, among others, to good governance. The specific objective of the grant is to strengthen and enhance capacities, innovative practices and regional cooperation in the area of Public Administration Reform (PAR) and improve the implementation of the key horizontal governance aspects identified in the national PAR strategies.

2. Description of the Assignment

This assignment aims to assist ReSPA in recruiting the most suitable candidate for 1 (one) vacant position: **Programme Manager (international staff)**. The selected experts shall be fully-fledged members of the Selection Committee for the abovementioned vacancy, which is composed of four members:

- Two recruitment experts (subject of these Terms of Reference);
- Two representatives of the ReSPA Secretariat.

The main objective of the Selection Committee is to submit a selection report recommending successful candidates in order of priority to the Director for consideration and appointment. The Selection Committee has a critical role during the Selection and evaluation process in the following phases:

a. **Shortlisting of applications** – checking of applications to ensure that an applicant appears to meet the minimum requirements specified. Shortlisted applicants are deemed candidates for the recruitment and selection process. In order to have a cost-effective selection process, no more than eight candidates shall be shortlisted for one vacant position. Only shortlisted applicants shall be informed. Whenever possible, a minimum of five candidates per vacancy should be invited to the final testing phase, subject to the aforementioned candidates meeting the minimum standard for appointment. A failure to attract the minimum number for the final testing phase shall not invalidate the process.

b. **Final testing phase** - the Selection Committee shall follow the internal evaluation process for the given competition (which criterion is assessed by which instrument during which phase) and shall report on the score obtained by the candidate per criterion per the phase. The final testing phase shall consist of the following:

- i. English language test organized in cooperation with a suitable testing institution

- results of the English language test shall merely serve for the elimination of candidate who did not prove fluency as defined in the role profile and shall not influence the ranking order (ReSPA is in charge of this phase).
- ii. integrity questionnaire;
- iii. personality questionnaire;
- iv. cognitive ability test;
- v. behavioral simulation(s);
- vi. competency based interview;
- vii. technical written test;
- viii. technical expert interview.

Note: The contractor(s) selected under these Terms of Reference shall identify suitable external companies to organize the following tests: Numerical Reasoning Test, Verbal Reasoning Test, Integrity Test, and Personality Questionnaire. If the contractor is able to arrange these tests directly, they may do so. Additional funds have been allocated to cover the costs associated with organizing these tests.

Main tasks of the Selection Committee:

- define the evaluation grids for each phase, the testing criteria, the tests and exercises and the structure of the competency-based and the technical expert interviews;
- prepare records or minutes containing its deliberations and decisions and justify any decision taken in relation to any phase of the recruitment process that is conducted by the Selection Committee³;
- following the performance of candidates at each testing phase, the Selection Committee shall discuss performance and provide points/scores that will be included in their individual evaluation grids;
- Based on individual evaluation grids submitted by the Selection Committee members, the Secretary shall compile a collective evaluation grid that shall be signed by all members of the Selection Committee;
- The collective evaluation grid shall be included in the Selection Report;
- The Selection Committee shall prepare a Selection Report for submission to the Director, reflecting the key phases of the process. The Selection Committee shall include in the Selection Report the explanatory notes for results and decisions taken regarding the assessments of candidates. The Selection Report shall contain the list of candidates in ranking order, who underwent the final testing phase, with points obtained during the final testing phase. The Selection Committee shall indicate who are the successful candidates that are proposed for appointment by the Director.

The recruitment process and the tasks of the Selection Committee are described in detail in the ReSPA Staff Regulations, *Article 15 (Recruitment procedures)* and *Annex IV (Recruitment and Selection Rules and Procedures for ReSPA Staff)*. The *ReSPA Competency Framework* is also annexed to the Staff Regulations. **It is strongly advised to consult the abovementioned legal base when applying for this call for experts.** The ReSPA Staff Regulations can be accessed

³ All decisions of the Selection Committee, except decisions expressed by points or scores, shall be made by consensus.

[here](#).

The requirements and eligibility criteria for the vacant position (Programme Manager) are defined by the Vacancy announcement and the Role Profile for this position, which can be accessed in the following link: [LINK](#).

Important Notes:

- The team of recruitment experts (either proposed by a agency/company or as individuals) should not be more than 2 experts;
- In the case of two 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:

1. Read and absorb the Job profile and necessary requirements for the vacant position – **0,5 working day**;
2. Define the evaluation grids for each phase, the testing criteria, the tests and exercises and the structure of the competency-based and the technical expert interviews and propose them to the other Members of the Evaluation Committee – **2 working days**;
3. Review applications against necessary qualification and eligibility as defined by the vacancy announcement and Role Profile as well as conduct the short-listing of applicants in cooperation with other members of the Selection Committee for each of the vacancies, ranked by the quality of their CV, experience and qualifications (as defined in ReSPA Staff Regulations) – **5 working days**;
4. Actively attend and conduct the final testing phase, along with the other members of the Selection Committee, identifying strengths and weaknesses of the candidates who undergo the final testing phase (as defined in ReSPA Staff Regulations) – **5 working days**;
5. Prepare the draft of the Selection Report to be agreed with the other members of the Selection Committee (as defined in ReSPA Staff Regulations) – **1 working day**;
6. Submit the assignment report to ReSPA explaining all the performed activities – deliverable: final assignment report – **0,5 working day**.

Re-allocation of working days under each phase can be done upon initiation of the assignment, in consultation with ReSPA. Intermediary steps and tasks can also be added during the performance of the assignment.

4. Necessary Qualifications and Experience

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 recruitment 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-October 2025**. 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 **14 (fourteen) working days**. The working days are indicatively divided under point 3 of the ToR per each expected phase of the assignment.

The maximum amount of funds allocated for this assignment is **7.700 EUR for a total of up to 14 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.