

# Procurement Notice

## Assignment name:

### **Expert for revision of concession documents for the introduction of outsourcing services at the Clinical Centre of Montenegro**

*Reference Number:*

**17070- Expert for revision of concession documents for the introduction of outsourcing services at the Clinical Centre of Montenegro**

#### **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 them for membership in the European Union (EU). The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process.

The new EC grant supports the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries. This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016- 2017:

- (1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
- (2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
- (3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

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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 support the revision of concession documents for the introduction of outsourcing services at the Clinical Centre of Montenegro.

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 August – September 2018.

1.5 NOTE: Any individual employed by a company 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:

- Minimum 5 (five) years of professional experience in the field, as specified in Terms of Reference;

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 provided in electronic format by e-mail to the following address: [procurement@respaweb.eu](mailto:procurement@respaweb.eu) by **26 July 2018 at 10.00h**. Late submissions will not be considered for evaluation. **The application should contain in the e-mail title the reference number in accordance with your area of interest:**

## **17070- Expert for revision of concession documents for the introduction of outsourcing services at the Clinical Centre of Montenegro**

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

### **Section 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 made in one installment, 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. Dragan Djuric, Programme Manager via e-mail: [d.djuric@respaweb.eu](mailto:d.djuric@respaweb.eu), by **24 July 2018** (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 **25 July 2018**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

# Terms of Reference

## *Expert for revision of concession documents for the introduction of outsourcing services at the Clinical Centre of Montenegro*

### **Background**

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>2</sup> is a beneficiary and observer. 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 them for membership in the European Union (EU). Since its inception, ReSPA has contributed to the development of human resources and administrative capacities through training programmes and innovative cooperation mechanisms such as the exchange of good practices, peer reviews and development of know-how.

The European Commission (EC) provides directly managed funds for support of ReSPA activities (research, training and networking programmes) in line with the EU accession process. So far, two EC Grant Contracts (GCs) have been implemented by ReSPA, during the period 2010-2015. The new EC grant will support the main objective of ReSPA work in 2016-2017: Improving regional cooperation in the field of PAR and EU integration and strengthening administrative capacities in the beneficiaries.

This objective will be achieved through the following three pillars of ReSPA Programme of Work for 2016-2017:

- (1) European Integration Pillar: Increased capacity of public administration in the ReSPA Members necessary for successful conducting of the European Integration process;
- (2) Public Administration Reform Pillar: Facilitated and enhanced cooperation and exchange of experience in Public Administration Reform and European Integration activities in ReSPA Members;
- (3) Governance for Growth Pillar: Ensured effective coordination of the implementation of the Governance for Growth pillar of the SEE 2020 Strategy.

Following consultations and expressed interest of ReSPA Members and Kosovo\*, it has been decided that ReSPA should implement the specific scheme for its stakeholders: the In-country support for limited needs. This Mechanism addresses specific needs of ReSPA Members, supporting public administration reforms in the areas covered by the ReSPA Programme of Work.

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<sup>2</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

This Terms of Reference (ToR) refers to the request submitted to ReSPA by Ministry of Health related to providing support to revision of Concession document for the introduction of outsourcing services at the Clinical Centre of Montenegro for cleaning, washing, and cooking.

## **Description of Assignment**

Public Administration Reform Strategy 2016-2020 in Montenegro envisaged the need for Optimization of Public Administration. Ministry of Public Administration coordinates the overarching optimizing process in Public Administration.

Optimization plan of PA 2018-2020, adopted by the Government of Montenegro, envisages the needs for redistribution and/or reduction of human resources according to the needs of the administration, including meeting the challenges of European integration. This process will go in parallel with better resource planning and with improving the skills of the administration in order to create the conditions for a more efficient public administration.

Through the optimization process in the period 2018-2020 Montenegro plans to achieve important goals such as:

- better organization of the public administration,
- rightsizing of the public administration in different state authorities and in the local government
- reduction of the salary bill in the Montenegro's budget;
- achieving of the main goals defined in the PAR Sector Budget Support from EU;

Within the framework of the Optimization plan 2018-2020, important set of measures is connected with reducing the number of employees in public health. In public health sector the Public-Private Partnership model is recognized as one of the most important possibility for achieving significant results in reducing the number of employees. Through this model the Ministry of Health plans to improve the provision of non-medical services to patients and to focus on providing health services. Therefore, the Ministry drafted Concession document for for the introduction of outsourcing services at the Clinical Centre of Montenegro for cleaning, washing, and cooking. This document is prepared in line with the Green Paper of the European Commission, Guidelines for Successful Public Private Partnerships and Directives: Works Directive (93/27/EEC), Supplies Directive (93/36/EEC), Services Directive (92/50/EEC), Utilities Directive (93/38/EEC). Based on this document the Ministry of Health plans to strengthen cooperation between the public and the private sector in order to ensure the provision of non-health services and ensure investment in equipment, personnel and infrastructure. Thus, "outsourcing" of cleaning, washing, ironing, cooking, security, and administration services in the Clinical Centre of Montenegro is designed as a process that should optimize the number of employees. This concession act will later be utilised as a typical model for optimization of other hospitals and health institutions in Montenegro.

## Tasks and Responsibilities

The Expert should conduct the following tasks:

1. Review the drafted Concession document
2. Revise and update Concession document
3. Provide recommendations on further utilization of concession as a model for optimization in public Health sector in Montenegro
4. Prepare report in English language on the conducted assignment.

## Necessary Qualifications

The Expert shall possess the following qualifications:

### Qualifications and skills:

- University degree, (M.Sc. would be an advantage), Economy, Social Sciences, Business Administration, Development studies, Public Administration, or related field;
- Fluency in both Montenegrin (and Serbian, Bosnian, Croatian) and English language both written and spoken.

### General professional experience:

- At least 5 years of experience in Public Administration and Public Private Partnership.

### Specific professional experience:

- Professional experience in writing concession acts for a public private partnership, and auditing them, preferably in the field of health care.
- Familiarity within the context of Montenegro's Public Health organisational structure.

## Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed during **August - September 2018**.

All of the activities foreseen to be implemented by the expert will be done with the close and continuous assistance of Clinical Centre of Montenegro and Ministry of Health staff. The Expert shall take into consideration comments and suggestions received. Ministry of Health will provide the necessary logistical support, staff and documents necessary for the revision of the concession act.

The final products will be subject of approval from both Ministry of Health and ReSPA before the payment of honoraria is executed.

## **Remunerations**

The assignment foresees up to 8 working days, including one day for preparation of the report on the conducted assignment.

The payment will be done in one instalment after the completion of the assignment and the approval of the outputs.

## **Reporting and Final Documentation**

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

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

- Outputs required by the assignment;
- Report on the conducted assignment (in English);
- Invoice (original and signed in English);
- Timesheets (original and signed in English).