

# Procurement Notice

Assignment name:

## Regional comparative study on Service delivery

*Reference Numbers: 17072 Regional Expert in Public Administration – for Comparative study on Service Delivery for Montenegro and Serbia*

### 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.

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 activities in the Public Administration Reform.

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

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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

1.4 Tentative timeframe: the assignment is expected to be performed during December, 2017 until May, 2018.

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 professional experience in providing expert's assistance in the area of Public Administration Reform.

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 **11 December 2017** before Midnight. Late submissions will not be considered for evaluation. **The application should contain in the e-mail reference number and title: 17072 - Regional Expert in Public Administration for Comparative study on Service Delivery for Montenegro and Serbia.**

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 done 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. Goran Pastrovic, Programme Manager via e-mail: [g.pastrovic@respaweb.eu](mailto:g.pastrovic@respaweb.eu), by **24 November 2017 (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 **29 November 2017**. Any request for clarification must be sent by standard electronic communication to the above e-mail address.

## Terms of Reference

### **Regional Expert in Public Administration – for Comparative study on Service Delivery for Montenegro and Serbia**

#### **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, Macedonia, Montenegro and Serbia, while Kosovo<sup>\*2</sup> is a beneficiary. ReSPA's purpose is to help governments in the Western Balkan 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.

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 current 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 is being 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 the ReSPA Members, it has been decided that ReSPA should organize activities to analyse and contribute towards improvement of Service Delivery in the Western Balkan region.

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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

## Purpose

In order to implement its Programme of Work, and to fulfil expectations of its stakeholders, ReSPA will commission, support development, and publish the comparative Study on Service Delivery in Western Balkan region. The aim of the Study is to contribute towards improvement of public administrations' Service Delivery in the Western Balkan region.

## Background

ReSPA Members and Kosovo\* are already facing significant novelties in the area of Service Delivery. These developments have impact on the organizational structure, importance and work of public administration as a whole.

In order to assess this situation, and to support its beneficiaries, ReSPA will commission, support development, and publish the Study on Service Delivery. Therefore, ReSPA is looking for 3 key experts (a lead expert, a quality management key expert and a key expert for eGovernment) and regional experts. The Lead Expert will lead together with the QM key expert the effort in preparing the above-mentioned Study, and coordinate the work of the eGovernment expert and six regional experts for specific contributions.

## Description of the Assignment

The prime objective of the Assignment is to prepare the Study that would give an overview and insight on public service “delivery” in the Western Balkan region. The study shall be comparative and shall highlight interesting practices (approaches, methodologies, instruments) from the ReSPA Members and Kosovo\*. Also, for comparison purposes, the Study may elaborate on some international experiences. Besides that it will elaborate on the methodological side of designing, delivering and improving public services. The study shall focus on:

- the macro (country) and
- the micro (organisational) level.

With this document, ReSPA is seeking for one key expert in Public Administration who would support ReSPA in designing regional study on public service delivery in Montenegro. The assignment should be aligned with the general explanatory document of the study including the structure of it (please see Annex 1 attached). The work of the regional expert will be supervised by Lead expert supported by the key expert in Quality management and ReSPA.

Overall, the volume of the Study should be up to 100 pages. The language of the Study shall be English.

## Tasks and Responsibilities

The Regional Expert entitled for Montenegro and Serbia is expected to perform the following tasks:

- 1) To attend the video conference coordinating meeting with the whole team and to familiarise with the guidelines/ methodology/ work to be done;  
*Number of days for 1): 1 working days*
- 2) To work on macro level:
  - ✓ 2.1 what is the status/approach on service delivery (policy docs, trainings, service delivery model in terms of OSS, etc.) including desk research based upon instructions from the Lead expert and the QM Key expert lead (3 days)
  - ✓ 2.2. organize focus groups and interviews in Montenegro and Serbia with the support of ReSPA national coordinators (2 days)
  - ✓ 2.3. check a selected set of national data and indicators with statistical agencies, (desk research based upon instructions from lead expert) (2 day)  
*Number of days for 2): 7 working days*
- 3) work on organisational level / case level (16 days)
  - ✓ to document 5 cases for Montenegro and 5 cases for Serbia (central and/or local level) of interesting practices following a template provided by the lead expert.
  - ✓ the topics of the cases need to be spread over the different approaches (questionnaires, user involvement, redesign, One Stop Government, eGovernment, etc.) and to be agreed with the lead Expert, QM expert and ReSPA Programme Manager.  
*Number of days for 3): 16 working days*

***Total number of days is up to 24***

The regional Expert will need to provide national input for Montenegro between 25 and 30 pages and the same volume for Serbia.

## Necessary Qualifications

The expert shall possess the following qualifications:

### Educational background:

- At least BSc degree in Public Administration, Law, Political Science, Social Science, Computer Engineering or equivalent;

### General professional experience:

Minimum eight years of experience in Public Administration, eGovernment or Quality in public administration and public services;

### Specific professional experience:

- Prior experience in research and development of comparative studies/ research analysis
- Preferable prior experience in designing and/or implementing Public services including One Stop Shop solutions or CRM (Customer Relationship Management) systems
- Working experience on similar networking and capacity building activities at international level;

### Skills:

- Team work;
- Project development skills;
- Training skills and moderation 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 main Assignment is to be completed between November 2017 and May 2018.

The Level of Effort (LoE) is estimated up to 24 (twenty-four) working days, as follows:

Activity		Location	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Activity 1	Attend the coordinating video conference meeting	Home based							
Activity 2	Work on macro level – analysis and design of inputs	Home based and one travel in the region							
Activity 3	Work on organisational level including organization of focus groups and interviews	WB region							

## Remunerations

The selected expert will submit the financial offer including methodology, and unit per day. The payment will be done in one instalment, following the submission of the final.

Note: For one travel in the region, ReSPA will provide per-diems related to the assignment in line with the EC per diem rates for the specific country where the event will take place. ReSPA will also organize or reimburse the international round trip travel for the Experts to the event cite and back.

## Reporting and Final Documentation

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

- Final version of the documents (points 1 to 3):
- Timesheets (original and signed);
- Invoices (original and signed);
- Boarding passes (original) (if applicable)