

## CORRIGENDUM

Herewith ReSPA, the Contracting Authority on its own initiative modifies the related elements of the Terms of Reference for Lead expert

### **Terms of Reference Request for Services**

#### **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>1</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 Public Administration Reform (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.

#### **Description of the Assignment**

In the line with the Programme of Work (POW) 2016-2017, ReSPA aims to support all related thematic areas framed by the three pillars. The previously established ReSPA working groups will function further within the PAR pillar: Ethics and Integrity, HRM/HRD, Quality Management,

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<sup>1</sup> \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

Better Regulation, e-Government, Public Private Partnership, Public Procurement and General Administrative Procedures. Having in mind that ReSPA in the next two years will implement a new grant for the European Commission, ReSPA needs to analyse the impact the working groups have had so far and the results they have achieved over the last two years. In addition, ReSPA needs to identify and receive advice about how an improvement can be made.

In order to strengthen the process of monitoring and evaluation (M&E) of ongoing and future activities ReSPA developed a M&E toolkit. Since ReSPA activities have diversified, there is a need for upgrading of the M&E toolkit and to include needs assessment as well. In this way, the resources, both human and financial, will be more rationally used. ReSPA will therefore engage an international expert to provide support in this area.

## Tasks and Responsibilities

ReSPA will provide all related document, will select the related target audiences to be engaged in the activities and will organize the premises of the meeting/s.

ReSPA seeks for one international expert to conduct the following tasks:

### ***Preparation phase (tentatively September – first week of October 2016)***

- **Preparatory meeting** at ReSPA
- **Conduct the analysis of the documents and reports** (M&E toolkit, PoW 2014, PoW 2015, EC reports, national reports relevant for the overall objective; EC progress reports; current PoW 2016-2017) provided by ReSPA.
- **Develop an action plan for conducting an impact assessment for activities carried out during 2014-2015; as well as an action plan for the needs assessment in view of the PoW 2016-2017.** The action plans will include: outline for impact assessment report and needs assessment report, the type of activities to be conducted (desk research, focus groups, interviews, evaluation forms, etc.), the time frame, number of participants per ReSPA member and Kosovo\*, etc. The action plan will also identify the support that will be required from ReSPA in terms of identifying the participants, etc.

### ***Implementation phase (tentatively October 2016)***

- **To conduct the impact assessment** of ReSPA activities organized during the 2014 and 2015 within the EC grant contract in line with the developed action plan that has been approved by ReSPA and **Needs assessment**<sup>1</sup> in ReSPA member countries and Kosovo\*

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<sup>1</sup> The same group of target audiences will be involved in both impact and needs assessment processes

### **Reporting (tentatively November – first week of December 2016)**

- Prepare the report on impact assessment and needs assessment which will be in line with the format provided by ReSPA or the proposed format approved by ReSPA  
Upgrade and revise the M&E toolkit and the existing evaluation forms.
  - Provide recommendations for improvement of the M&E process and mechanisms for improvement of the impact;
  - The report will include at least two case studies/success stories, needs assessment findings which will serve for upgrading of the activities planned by the PoW 2016-2017 and EC grant;
  - The recommendations should reflect ReSPA PoW 2016-2017 and ReSPA Strategic Framework 2016-2020 and dimensions of the M&E toolkit.
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- Final meeting at ReSPA

The final inputs will be subject of approval from ReSPA before the payment is executed.

The engaged expert will coordinate the work of regional experts jointly with ReSPA and will take into consideration the instructions received from ReSPA beforehand.

## **Necessary Qualifications**

The international expert shall possess the following profile:

### **Qualifications and skills:**

- University degree, preferably a master's degree;
- Fluency in both written and spoken English language;

### **General professional experience:**

- At least 10 years of relevant professional experience in an international/European context

### **Specific professional experience:**

- At least 3 years of experience in monitoring and/or evaluation of programmes and/or institutions or agencies financed by the EU;
- Experience in provision or supervision of capacity building for governments in the Western Balkans;

## **Timing and Location**

The assignment foresees work from home and on the site. The assignment will be performed

during September – December 2016.

## Remunerations

The assignment foresees up to the 29 working days in total up to 17,400.00 EUR. The payment will be done in 2 instalments (the first instalment will be transferred after the second task completion i.e. once the Implementation phase is finished), following the submission and approval by ReSPA of the final version of the report.

Note: In addition to the expert's fees, ReSPA will cover the cost for an international return flight (economy class) and provide a maximum of 15 per diems related to this assignment, as planned to be realized at and outside ReSPA premises. ReSPA will also cover a maximum of 7 international round travel tickets (economy class) to ReSPA member countries. If possible, these country visits should be carried out consecutively,

## Reporting and Final Documentation

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

### ***Outputs***

- Upgraded Monitoring and Evaluation toolkit and the Evaluation forms
- Final version of the Impact Assessment report (incl. Evaluation forms as Annexes) for the related region as specified in the ToR in English.
- Final version of the Needs Assessment report (incl. Evaluation forms as Annexes) for the related region as specified in the ToR;

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

- Invoices (original and signed);
- Timesheets (original and signed);
- Boarding passes (original).