

CORRIGENDUM

Herewith ReSPA, the Contracting Authority on its own initiative modifies the related elements of the Terms of Reference for Regional 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*¹ 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, Better Regulation, e-Government, Public Private Partnership, Public Procurement and General

¹ * 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

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 a regional expert to provide support in this area during impact assessment process planned to be implemented during September 2016 and in close cooperation with ReSPA and lead international expert.

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 regional expert from Albania to conduct the following tasks:

1. Jointly with the international expert to prepare:

- **the report on the conducted impact assessment of ReSPA activities in which the participants from Albania participated during the 2014 and 2015** within the EC grant contract **and**
- **the report on the needs assessment** for Albania

This assignment will consist of the following activities:

Preparation phase during (end of September and first week of October 2016)

- o Provide support to Lead expert in preparation of the activity plan for conducting Impact assessment of the ReSPA activities implemented during **2014 and 2015** within the EC grant contract and in close cooperation with ReSPA
- o Activity plan for needs assessment for new ReSPA programme activities 2016-2018 (to be approved by ReSPA);
- o Get familiar with ReSPA documents (to be received at the beginning of the assignment)
- o Participate at video conference meeting at the beginning of the assignment

Implementation phase during (October 2016)

- o Based on the outline received by Lead expert, draft outline of the Impact Assessment report for particular country in consultation with Lead expert ;
- o Based on the outline received by Lead expert, draft outline of the needs assessment report for particular country;

Reporting (until the end of November 2016)

- In consultation with the Lead expert to draft the input for Impact Assessment report for Albania (to be submitted to the Lead expert;
- In consultation with the Lead expert to draft the input for the Needs assessment report for Albania;
- Provide at least one case study/ success stories from Albania in the impact assessment report (if available).

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

The engaged expert will liaise directly with lead international expert and ReSPA and take into consideration the instructions received before hand.

Necessary Qualifications

The regional expert shall possess the following profile:

Qualifications and skills:

- University degree, preferably a master's degree;

Timing and Location

The assignment foresees work from home and on the site. The assignment will be performed from September to November 2016.

Remunerations

The assignment foresees up to six working days, with a payment in one installments. The maximum amount to be paid for the assignment shall not exceed **2400 EUR**. The payment will be conducted 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 no other cost.

Reporting and Final Documentation

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

Outputs

- Input for Impact Assessment report for Albania;
- Input for the Needs assessment report for Albania;

Documents required for payment

- Invoices (original and signed);

- Timesheets (original and signed);