



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification No.1 to the Tender Dossier

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Tender No.: EC/BiH/TEN/16/017
Project title: **Support to Public Administration Reform in Bosnia and Herzegovina, Bosnia and Herzegovina**

Question 1: Under the Specific Professional Experience requirements for Key Expert 1: Team Leader position, the TOR requires:

“Minimum 3 years, preferably 5 years, of experience in Team Leadership”;

Could you please clarify whether “Team Leading” experience within institutions, covering the head roles i.e. “Head Of Unit/ Head of Department”, “Director” is considered as Team Leadership experience if team management, output management, reporting etc. managerial tasks are well defined in the CV and in the work certificates?

Or, is mentioned “Team Leadership” experience only considered for EU/other donor funded project management experience?

Answer 1: Experience in management of projects, staff, financial resources, etc. is also considered relevant in reference to experience in team leadership.

Question 2: Under the Qualification & Skills requirements for both Key Expert positions, the TOR requires:

“Master Degree in a field related to the assignment, for example public administration, European integration, politics, economics, law. Bachelor’s degree will be accepted as minimum, but in that case the expert must have at least 3 years of professional experience in addition to the experience required under the general professional experience and the additional experience must be in the same field as required under the general professional experience”

Could you please clarify whether “3 years of professional experience addition to the experience required under the general professional experience” is 3 years addition to the minimum years of experience (8 + 3 years) or is addition to preferably years, (14 + 3 years)?

Answer 2: The additionally requested experience of 3 years is in addition to the minimum requested years of experience (8 years).

Question 3: Regarding Result 4: "Objectives of the PAR SF reached, such as: managerial accountability policy paper in place, IT system for accountability and Open Government Partnership (OGP) fully operational", our understanding is that the "OGP fully operational" part relates exclusively to BiH's obligation for open data (as per 4.1.1 Project Description, page 12 of the ToR) and activities stated within the Component 4.

Please, confirm.

Answer 3: We hereby confirm that result 4 is related to component 4 activities and to BiH's obligation for open data.

Question 4: Within Component I: "Strengthening PARCO's institutional and organisational set up to ensure as well as coordination structure for the effective coordination of PAR in BiH" (as per 4.2. Specific work, page 13 of the ToR) it is stated that: "Also, TA will assist it in the medium-term evaluation of the **PAR strategy** and in the development of the new planning document for the period 2021-2022".

Please confirm that you refer to **Strategic Framework for public administration reform 2018-2022**, adopted by the BiH CoM on 155th Session held on 25 September 2018.

Answer 4: We hereby confirm that reference is made to the Strategic Framework for PAR 2018-2022.

Question 5: Regarding Component I: "Strengthening PARCO's institutional and organisational set up to ensure as well as coordination structure for the effective coordination of PAR in BiH" (as per 4.2. Specific work, page 13 of the ToR), the activity 1.1.4 states that the TA should "Provide support in redefining and adopting legal acts (e.g. Common Platform, rules of procedure for supervisory teams, guidelines, etc.) which are necessary for the effective coordination and smooth implementation of the new Strategic Framework".

Can you, please, clarify is it expected that the TA, besides the proposal of legal acts for the state level, should provide support for redefining and adopting legal acts at the Entity and BD level, in order to support "effective coordination and smooth implementation of the PAR SF", as this activity states?

Answer 5: We hereby confirm that legal acts will be needed for government levels other than the state level only.

Question 6: Regarding Component IV: "Initial support for implementation of the 2018-2022 Strategic Framework for public administration reform" (as per 4.2. Specific work, page 15 of the ToR), the activity IV.1.2. states that the TA should "Organise a round table on the effective and a fair legal sanctioning of omissions in work of the employees in administration".

Can you, please, clarify what you mean by "omissions in work of the employees in the administration"? Are you referring to the "breaches of official duties" (Bosnian: "povrede službenih dužnosti") in the context of disciplinary responsibility of civil servants? Also, is the term "employees in the administration" used as a synonym for "civil servants" or do you intentionally refer to all employees in the administration, regardless of whether they have the status of civil servants or not?

Answer 6: We hereby confirm that breaches of official duties by either civil servants or employees is meant here.

Question 7: Regarding Component IV: "Initial support for implementation of the 2018-2022 Strategic Framework for public administration reform" (as per 4.2. Specific work, page 15 of the ToR), the activity IV.1.3. states that the TA should "Organise four seminars for the highest managers in administration in order to strengthen awareness on significance of leadership in reform processes and ensuring sustainability of the reform results".

When you say "highest managers", do you mean the category of senior civil servants in SIGMA terminology? Please, clarify.

Answer 7: We hereby confirm that "highest managers" means senior civil servants.

Question 8: Regarding the Specific Professional Experience requirement for both Key Expert 1 and Key Expert 2 "Experience as an expert in EU funded projects in countries benefiting from IPA programmes will be considered as advantage", please confirm that the experience as an expert in EU funded projects in former IPA beneficiary countries (i.e. Croatia before becoming EU Member State) would be counted as relevant Specific professional experience.

Answer 8: We hereby confirm that experience in former IPA beneficiary countries such as in Croatia before accession will be counted as relevant.