**Human Resources Management in Local Self-Governments – Phase 2**

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**CALL FOR EXPRESSION OF INTEREST**

**Organisational Municipal Support Packages (OMSP)**

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| **Project** |  The European Union and Council of Europe Joint Project *Human Resources Management in Local Self-Governments – Phase 2* |
| **Invitation published by** | Тhe Council of Europe and the Standing Conference of Towns and Municipalities |
| **Total funding** | **562,500.00 EURO** |
| **Estimated duration of support**  | September – November 2021 |
| **Date of publishing** | 25 Јune 2021 |
| **Deadline for applying** | 16 July 2021  |



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# I. Introduction

**The Call for expression of interest for the implementation of Organisational Municipal Support Packages in 15 pilot cities, municipalities or city-municipalities,**  **is launched in the framework of the European Union and the Council of Europe Joint Project entitled *Human Resources Management in Local Self-Government*- *Phase 2*.**

The support packages to municipal and city administrations imply **the provision** **of expert support, on one hand, and the possibility to access financial support (grants), on the other hand.** The aim of the support is the implementation of organisational changes and improvements related to the issues of human resources management in local administrations, work efficiency of local administrations and increasing the quality and accessibility of administrative services to citizens and the economy. This implies provision of expert support for the implementation of organisational-functional analyses of local administrations and the implementation of relevant recommendations aimed at organisational and functional improvements and optimisation of the work of local administration, as well as the possibility to access funding (grants) amounting up to 30,000 EURO per grant (for LSG to implement organisational changes and improvements in local administrations).

# II. Background information

The Project entitled *Human Resources Management in Local Self-Governments – Phase 2* is a project jointly funded by **the European Union and the Council of Europe,** which is implemented by the Council of Europe in co-operation with the Ministry of Public Administration and Local Self-Government and the Standing Conference of Towns and Municipalities.

 The overall objective of this Project is to support the Serbian administration to effectively meet requirements and conditions deriving from the European Union accession negotiations and successfully manage overall EU integration and pre-accession assistance geared towards EU membership focusing on key areas of human resources management and human resources development in local administrations. The development of an efficient local self-government system will build the foundations for promoting good governance, more effective provision of services to citizens, and strengthen the administrative capacity of local administrations to meet the standards of the Council of Europe and the European Union and to implement the *acquis communautaire* effectively. Introduction of a new professional development system for civil servants and employees on the local level is a significant milestone in the human resources management and human resources development reform of Public Administration. The basic idea of the project is to establish an integrated national system of professional development based on a common framework and standards for identifying the needs, programme development and evaluation of the outcomes.

The Project is aimed at **enhancing the system of human resources development and human resources management in local self-government units in Serbia.**

It is expected that the Project will establish an improved legal and procedural framework at national and local levels in line with the on-going public administration reform. The Project will entail development of a more efficient and better harmonised framework for professional training and professional development of the staff employed in local self-governments and lead towards an overall enhancement of capacities and competences of local self-governments.

The Project is divided into two main components due to deliver a strengthened human resources management function at local level (Component 1), and strengthened human resources development system at local level (Component 2).

# III. Description of the support

The Organisational Municipal Support Packages (OMSP Support) to cities, municipalities and city-municipalities are aimed at organisational and functional enhancing of local administrations, internal organisation analysis of the LSG, including an analysis of the work process and identification of challenges and difficulties in functioning of the current organisation of administration in a specific local self-government. It is envisaged to develop within the project the recommendations for overcoming the existing situation and for improving the work of local administrations. This implies an assessment of staff capacities and an analysis of organisational structure; measuring the effectiveness of administrative procedures, analysis of function relationships, determining the level of administration technical capacities, as well as the factors which may potentially increase administration effectiveness, provide a higher level of services and more cost-effective use and consumption of resources. The aim of the OMSP Support is also to identify new needs and challenges called by the LSG contemporary role, as well as to define the recommendations and guidelines for enhancement and harmonisation of the administration with new requirements and challenges, especially in the field of developing the existing human resources capacities, and optimal utilisation of the existing resources.

The OMSP Support shall be implemented in **two steps**:

## 1. Step 1 – Expert support

Expert support shall be provided by the Standing Conference of Towns and Municipalities and shall imply the following:

* Inception activities – establishing the mechanisms and relevant bodies for the implementation of the OMSP Support
* Conducting organisational-functional analysis of the local administration
* Development of recommendations for enhancing the work of local administrations based on the outcomes of the organisational-functional analysis
* Development and stipulations of an Action Plan (model, procedures, mechanisms and timeframe) for the implementation of recommendations resulting from the organisational-functional analysis
* Development of a project design idea based on the recommendations of the organisational-functional analysis

Appendix:

* Appendix 1 – The OMSP Contents

## 2. Step 2 – Award of grants to 15 LSGs

Financial support (in form of grants) will be awarded to selected LSGs by the Council of Europe in the amount of up to 30,000 EURO for each selected LSG, for the implementation of projects developed based on recommendations of the organisational-functional Analysis conducted in Step 1.

Prerequisites for the award of financial support shall be:

* Successfully conducted organisational-functional analysis
* Adopted Action Plan for the implementation of recommendations resulting from the organisational-functional analysis
* Project proposal and project budget (to be prepared and submitted by the LSGs) approved by the Council of Europe, in accordance with the procedures of the Council of Europe

The documents regarding the application for the grant award will be provided by the Council of Europe to selected LSGs after completion of step 1 of the support.

# IV. Criteria for awarding the support

The support to the implementation of the support packages for enhancing organisational and functional capacities of local administrations will be provided to 15 cities, municipalities and city-municipalities in total.

Applications will be ranked based on the following criteria:

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| --- | --- | --- |
| **Assessment Criteria** | **Question in the Application form**  | **Maximum points** |
| **motivation** | **B** | **4** |
| Reasons for applying for the selected area of support | B1 | 4 |
| **needs** | **B, C** | **20** |
| Explanation for expected results  | C1 | 10 |
| Ensuring the implementation of the recommendations for organisational-functional improvements in your administration and sustainability of the impact achieved through the implementation of the OMSP Support  | C2 | 10  |
| **CAPACITIES** | **B** | **15** |
| Previously implemented activities in the area of human resources management  | **B** 2 | 5 |
| Readiness to ensure that the senior management participates in, and supports the implementation of planned activities  | **B** 3 | 5 |
| Previous experience in implementing the grant funding  | **B** 4 | 5 |
| **ACHIEVED PROGRESS IN THE HRM** | **D** | **18** |
| Conducted analysis of evaluation cycles for 2019 or 2020 | D1 | 5 |
| A Special programme for professional development developed for 2021 | D2 | 5 |
| Complains commission already established | D3 | 3 |
| Code of Conduct for the employees and civil servants in the local administration adopted | D4 | 3 |
| Declaration on the role of human resources management function adopted | D5 | 2 |
| **TOTAL** |  | 57 points |

#  V. Procedure for selection of LSGs

The Standing Conference of Towns and Municipalities and the Council of Europe is jointly issuing the public call for expression of interest to cities, municipalities and city-municipalities for the implementation of Organisational Municipal Support Packages for enhancing and optimisation of the work of administrations in cities, municipalities and city-municipalities.

For the purpose of assessing the 15 municipalities, cities and city-municipalities, an Evaluation Committee shall be formed to evaluate the applications submitted by the LSGs, in accordance with the above mentioned criteria, and it shall propose the 15 municipalities, cities and city-municipalities in which the support packages for organisational and functional enhancement will be implemented.

The Evaluation Committee shall be composed of two members each of the Council of Europe, Ministry of Public Administration and Local Self-Governments and the Standing Conference of Towns and Municipalities. The Committee shall have 6 members in total.

 The draft decision on selection of the 15 municipalities, cities and city-municipalities shall be submitted to members of the Project Steering Committee which will make a final decision on the selection of 15 municipalities, cities and city-municipalities for the implementation of the support packages.

#  VI. How to apply?

The documentation for the application for the award of support packages shall consist of:

1. **Request for the Support Package Award** for organisational and functional enhancement of local administration (completed, signed and stamped by the Mayor/President of the Municipality/President of the City-municipality on the letterhead of the applicant);
2. **Application** **form** (completed, signed and stamped by the Head of Municipality/City administration);

Appendices:

* Appendix 2 – Model Request for Support Package Award
* Appendix 3 – Application Form

All necessary documents for applying, as well as all the above mentioned Appendices can be downloaded from the following sites:

* Office of the Council of Europe in Belgrade at: [www.coe.int/sr\_RS/web/belgrade/news](http://www.coe.int/sr_RS/web/belgrade/news)
* Standing Conference of Towns and Municipalities at: <http://www.skgo.org>

**The application documents shall be sent in electronic format (via e-mail) to the following address:** **lsg.serbia@coe.int** **with the following reference subject: “OMSP Application”**

* **The deadline for applying is 16. July 2021, by 17h CEST.**

Applications submitted in a timely manner shall be those sent until the last day of the deadline for the submission of applications. Untimely applications, or applications sent after the deadline shall not be considered. The applications shall be submitted in the Serbian language.

**Questions**

For any questions concerning the OMSP Support, i.e. the expert support (step 1) which is implemented in co-operation with the Standing Conference of Towns and Municipalities, or the grants that will be awarded by the Council of Europe (step 2), you may contact us by an e-mail at the following address: **lsg.serbia@coe.int**, with the following reference in e-mailsubject: **“Question – OMSP Application”.**

* **The deadline for submitting questions is at least 7 working days before the deadline for submission applications, i.e. 7 July 2021.**

After expiry of the deadline for submitting questions, responses to all questions will be published on the website of the Office of the Council of Europe in Belgrade and of the Standing Conference of Towns and Municipalities (at the same place where the Public Call for applications and accompanying Appendices had been published).

# VII. Notification of awards and signature of the Memorandum

**Notifications of the applicants on the awards**

The selected applicants will be notified in writing/by electronic mail about the awards within 5 days after the final decision on the awards has been made.

The applicants whose applications have not been selected will be notified in writing/by electronic mail within 10 days after the final decision on the awards has been made.

**Harmonisation process and signature of the Memorandum of Understanding and Co-operation**

Prior to signing the Memorandum of Understanding and Co-operation, the successful applicants, supported by the Project Team, will proceed to harmonising their specific needs, if any, with the standardized support package which had been awarded to them. The estimated period for the harmonisation is 15 days.

After signing the Memorandum, activities on the implementation of the support package will commence within the following 15 days.

# VIII. Info Day

For the purpose of a detailed presentation of the support packages, application documents and answers to the questions posed by cities and municipalities, the Standing Conference of Towns and Municipalities and the Council of Europe shall jointly organise an **Info Day** **via ZOOM platform оn 02 July 2021**.

You are kindly invited to register your participation to the Info Day by email to the following **address** **lsg.serbia@coe.int****, no later than 01 July 2021, with the following reference in the subject of the email: “Registration – Indo Day”.**

The Link for accessing the online meeting as well as the exact time of the meeting will be communicated to all registered participants in due time.

# IX. Timeframe

The timeframe for the planned support packages is planned as follows:

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| --- | --- |
| Steps | Timeframe |
| 1. Issuing the Public Call
 | 25 June 2021 |
| 1. Info Day
 | 02 July 2021 |
| 1. Deadline for questions
 | 07 July 2021 |
| 1. Deadline for applications
 | 16 July 2021 |
| 1. Evaluation of applications
 | 30 July 2021 |
| 1. Notifications to applicants
 | 10 August 2021 |
| 1. Harmonising and signature of the Memorandum of Understanding
 | 25 August 2021 |
| 1. Implementation of Expert Support (Step 1)
 | 01 September – 30 November 2021 |

# X. List of Appendices

* Appendix 1 – OMSP Content description
* Appendix 2 – Request for award of OMSP
* Appendix 3 – Application Form