

Consultancy on Staff Regulation and Financial Regulation

Terms of Reference

Background

The Regional Youth Cooperation Office (RYCO) is one of the most successful initiatives deriving from the so-called “Berlin process”: the Prime Ministers of the Western Balkan Six (Albania, Bosnia and Herzegovina, Kosovo¹, Montenegro, Macedonia and Serbia) have agreed to establish and co-fund RYCO a regional mechanism to support the Western Balkan’s youth in a structured and institutional way.

RYCO aims to promote the spirit of reconciliation and cooperation through youth exchange programmes that enable young people of the Western Balkans region to get to know each other, and to pursue shared interests.

Purpose

The development of the staff and financial regulations are important specialist investments in RYCO capacity. Simultaneously, they constitute part of a broader and holistic approach to the organisation's internal development. Thus, in order to add real value, ensure mandate clarity and avoid duplication, the consultant/s will need to acquaint themselves fully with RYCO's general Organization Development (OD) plans, and to ensure that their work fully complements other areas of RYCO OD investment.

To be able to effectively fulfil this role and to meet the requirements of its funding partners, RYCO needs to establish its own structure, rules and procedures. To ensure that the respective documents are fit for purpose, in line with applicable legislation and good practice, and compatible with RYCO’s mandate, RYCO is searching for consultant/s to further develop and review the current Provisional Staff Regulation and internally produced first rough draft of financial regulation.

RYCO is looking for a consultant/a team of consultants or a service provider specialised in this field to provide the newly established organisation with:

- Work strand 1: **Staff Regulations** that enables RYCO staff members to effectively perform their duties, explains their rights and obligations, and is in line with applicable legislation, RYCO’s statutes and best practice of international public sector management.

- Work strand 2: A **Financial Regulation** that enables RYCO to effectively fulfil its role while meeting the requirements of its diverse funding partners, including with regard to RYCO’s grant-making

¹ *This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence.

mechanism, and that is consistent with applicable legislation, RYCO's statutes and international public financial management best practice .

Both policies needs to draw on the already developed draft policy build on progress made in the first months of RYCO's operations, through a consultative process. In addition, they need to be compatible with each other and with existing policies in every aspect.

Work strand 1: Review of Provisional Staff Regulations (including Travel Rules)

Objectives and Scope of the Assignment

To Review the existing **Provisional Staff Regulations** and clearly re-design a new one that will enable RYCO staff members (both in the Tirana Secretariat and in the local branch offices across the WB6) to effectively perform their duties, explaining their rights and obligations vis-à-vis the organisation. Also, the Staff Regulations need to be fully in line with applicable legislation, RYCO's statutes and best practice in international public management.

Tasks and Responsibilities

The consultant(s)/service provider is expected to perform the following tasks:

- ✓ To review the existing Provisional Staff Regulation document provided by RYCO (including Travel Rules) and check its compliance with relevant national legislation/s in all WB6, RYCO's founding documents (in particular article 23 of its Statute (http://www.rycowb.org/wp-content/uploads/2017/07/ryco-statute_final.pdf), and its special status as a regional inter-governmental organisation;
- ✓ To review the regulations' ability to enable RYCO's to deliver its mandate efficiently and effectively, building on the experience and progress made in the first year of RYCO's existence, and – in consultation with the RYCO Management Team and staff members (both secretariat and local branch offices) - to make recommendations on how to finalise them;
- ✓ To integrate these recommendations (upon approval of RYCO's Management Team) into a draft of the Staff Regulations document, including the annex of Travel Rules and other related templates as deemed necessary.
- ✓ To closely collaborate with the consultant/s working on the Financial Regulations, to ensure that the two documents are fully aligned and compatible with each other.
- ✓ Ensure the full alignment of the Staff Regulation with RYCO's Establishing Agreement, Host Country Agreement, Statute and other relevant documents and applicable legislation of the WB6 on Employment as per request of the RYCO Statute, with the focus on Article 23 of the RYCO Statute (http://www.rycowb.org/wp-content/uploads/2017/07/ryco-statute_final.pdf).

Necessary Qualifications

The consultant(s) in charge for the Staff Regulations needs to have:

- A proven track record of developing such policy and/or extensive experience in HR management field in the WB Region, including with donor-funded entities and with inter-governmental, regional or international organisations.
- Sound knowledge of the Albanian labour law and other applicable legislation. Experience with/knowledge of applicable legislation in the WB region is an asset.
- Excellent drafting and communication skills in English
- Ability to work effectively and in a consultative way with multiple stakeholders with different nationalities, religions and cultural backgrounds, including with government and donor representatives.

Work strand 2: Financial Regulations

Objectives and Scope of the Assignment

To produce **Financial Regulations (including procurement, reporting to various funding partners and grant-making procedures)** that will enable RYCO as an organisation to effectively fulfil its role while meeting the requirements of its diverse funding partners, including with regard to RYCO's grant-making mechanism. The Financial Regulations and other related documents need to be fully compliant with applicable legislation, RYCO's status as regional inter-governmental organisation and international public financial management best practice. They need to reflect the spirit and core principles of EU Procedures and Practical Guide (PRAG rules).

Tasks and Responsibilities

The consultant(s)/service provider is expected to perform the following tasks:

- ✓ To review the draft document provided by RYCO (Financial Regulations) and to check its compliance with donor requirements, relevant national legislation, RYCO's founding documents and its status as a regional inter-governmental organisation;
- ✓ To review the regulations' ability to enable RYCO to deliver its mandate effectively and efficiently, building on the experience and progress made in the first year of RYCO's existence, and – in consultation with the RYCO Management Team and staff members (both secretariat and local branch offices) - to make recommendations on how to finalise them;
- ✓ To integrate these recommendations (upon approval of RYCO's Management Team), in the final draft of the Financial Regulations and other related documents, including templates as deemed necessary.
- ✓ To closely collaborate with the consultant working on the Staff Regulations, to ensure that the two documents are fully aligned and compatible with each other, and coordinate with other

investments in RYCO's organisational development and long-term viability

Necessary Qualifications

The consultant(s) in charge for the Financial Regulations needs to have:

- A proven track record of developing such financial policy and extensive and diverse experience in the field of financial administration, including with donor-funded entities and inter-governmental, regional or international organisations.
- Sound knowledge of the applicable legislation in Albania. Experience with/knowledge of applicable legislation in the WB6 region is an asset.
- Sound knowledge and practical experience with the EU Procedures and practical guide (PRAG rules) on procurement and grant-making.
- Excellent drafting and communication skills in English
- Ability to work effectively and in a consultative way with multiple stakeholders with different nationalities, religions and cultural backgrounds, including with government and donor representatives.

Time frame and deliverables (of both work strands)

Both consultancies are mostly home based, but initially is needed to have meetings with RYCO staff at RYCO Head Office premises in Tirana (Rr. Skenderbe, 8/2/2, Tirana – Albania).

For each work strand, the initial report should contain an illustrative, pre-draft outline indicating how the consultant/s envisage the staff regulations document and the financial regulations document would be structured, laid out and used as practical instruments of work. This will permit RYCO and the consultant/s to establish clear and early agreement about the further development of the regulations documents.

- For the Work strand 1 – review of Provisional Staff Regulation, the estimated time frame is up to ten (10) working days until 30th of September, 2018.
- For the Work strand 2 – drafting of Financial Regulation + Procurement and Grant procedures, the estimated time frame is up to fifteen (15) working days until 30th of September, 2018

Deliverables for both documents:

- **Deliverable 1:** Mid-term report (preliminary concept with findings and recommendations based on consultations and reviews, structure of the document and pre-draft content), by: **30th August, 2018**
- RYCO reflections, will be provided, by: **15th September**
- **Deliverable 2:** Final regulations including templates and annexes (with incorporated comments and advancement of the document to the), by **30th September, 2018**

The consultant(s)/service provider are expected to deliver their **expression of interest by 8th August 2018**. Consultants may pose clarifications questions until, **3rd August, 2018**, at

procurement@rycowb.org. Experts/companies should expect to be interviewed by RYCO and Peace Nexus Foundation for final selection.

Feedback by RYCO and PeaceNexus needs to be included within the given time-frame. The consultant(s) will be supervised by the RYCO Deputy Secretary General, in collaboration with PeaceNexus Foundation (which will issue the contracts).

Application process: Please apply to procurement@rycowb.org with the following documents:

- An expression of interest explaining how the consultant(s)/service providers will approach this assignment, including time frames and interim deliverables.
- A short plan of work and the list of legislation consultant/s plan to work through, with special focus on article 23 of the RYCO Statute. RYCO Statute for further consultation may be found the following link: http://www.rycowb.org/wp-content/uploads/2017/07/ryco-statute_final.pdf
- CVs explaining relevant expertise, qualifications and experiences for the respective assignment (European CV format – preferable).
- A financial offer stating the fee (in EUR) per day, estimated consulting days (with explanations if differing from proposed volume) and other expenses to be expected.

The consultant(s)/service provider will be selected by RYCO and PeaceNexus Foundation, according to the most convincing offer and a phone interview.

Offers for one work strand can only be accepted if there is a stated interest in collaborating with an expert in the other field, and if complementary offers (on the other work strand) are available. Applications by teams that can deliver on both work strands are encouraged.