


REFERENCES – INSTITUTE IPS, LJUBLJANA

Ref 2	Project title		<i>System review of public administration institutions of Bosnia and Herzegovina</i>					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
	Bosnia and Herzegovina	1,487,300	17.3 %	1 s/t int. experts (2 m/m)	BiH Ministry of Justice, the RS Ministry of Local Development and the FBiH Ministry of Justice	The European Commission Delegation to Bosnia and Herzegovina	December 2003- April 2005	ECO
Detailed description of project					Type of services provided			
<p>The Contractor was expected to assist the three BIH governments to design and carry out a system review of public administration institutions. The review focused on common functions across a number of institutions at all levels of Government (to be defined during the Inception Phase) and assessed the ability of administration to function in an integrated manner.</p> <p>The review considered personnel issues (employment policy/human resources management), public finances, legislative drafting, administrative procedure and IT networking. The main focus of the review was to provide information on the comparability in performance of the above-mentioned functions across different institutions at different levels.</p> <p>The Contractor was responsible to the Contracting Authority for:</p> <ul style="list-style-type: none"> • project backstopping, administration and financial management; • technical support to expert working on site; • provision of all equipment necessary for smooth functioning of the project; • provision of technical experts as defined in the Terms of Reference, the technical proposal submitted and the Inception Report; • co-ordination with the EC and other related projects and institutions. <p>It was also expected from the Contractor's team to organise workshops during the review process. The aim of the workshops were to discuss and agree the overall design and the review methodology, objectives, and expected results of the review and as well to review the activities taken place during the project implementation.</p>					<p>The project provided TA to the BiH Ministry of Justice, the RS Ministry of Local Development and the FBiH Ministry of Justice in undertaking a significant step in the following direction, namely:</p> <ol style="list-style-type: none"> 1. <u>Inception phase/design of the review</u>: preparation of the work plan and definition of the scope of the assignment and objectives, identification of methodology and inputs required for the implementation, and establishing benchmarks (already completed). 2. <u>Preparatory phase</u>: gathering the relevant information (sectoral legislation, organisational charts, financial allocations, norms, standards, reports etc.) to be used as background for the review. This included also information about the functions and institutions to be involved in the review (on going activities). 3. <u>Information gathering</u>: Carrying out the interviews, questionnaires, surveys, workshops etc. (in progress-interviews started recently). 4. <u>Analytical phase</u>: based on the information and data collected an analysis was prepared at the end of the project (had to be completed by the end of 2004). <p>Close co-operation between the Contractor's team, the local counterparts and all institutions involved in the review had been established from the beginning of the implementation of the project.</p>			