



**Date: June 2, 2020**

**Ref.: Finance and Administration Assistant (Ref number IPA/2019/412-374)**

Chair of the RAI Secretariat Evaluation Committee for the selection process of the Finance and Administration Assistant for the project *'Breaking the Silence: Enhancing the whistleblowing policies and culture in Western Balkans and Moldova'* prepared the Evaluation report for the above stated vacancy (hereinafter Evaluation report).

## EVALUATION REPORT

for the position of Finance and Administration Assistant as described in the Vacancy Announcement. Based on the conducted evaluation, it is proposed that the Contract is offered to **Ms. Meliha Čapljić** (hereinafter: Applicant no 17).

### EXPLANATION

Vacancy announcement was published on RAI website, [www.posao.ba](http://www.posao.ba), [poslovi.ba](http://poslovi.ba), Mreža mira, and social media profiles on March 9, 2020 with deadline for applications on April 8, 2020.

Applications to this vacancy were to be submitted by potential applicants via email to [vacancy@rai-see.org](mailto:vacancy@rai-see.org).

#### 1. Timetable

	DATE	TIME	VENUE
Vacancy Announcement	March 9, 2020	N/A	RAI website, social media profiles, Mreža mira, posao.ba and poslovi.ba web sites
Deadline for submission of applications	April 8, 2020	23:59 (CET)	<a href="mailto:vacancy@rai-see.org">vacancy@rai-see.org</a>
Applications technical evaluation session	May 22, 2020	10.00-14:00 (CET)	Videoconference
Interviews	May 28, 2020	10:00, 11:30, 14:00	Videoconference

#### 2. Evaluation

Candidates' applications were evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications.



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Details on evaluation criteria are laid down in the attached Vacancy Announcement.

During the technical evaluation of received applications, it has been noted that:

- Number of received applications: 75 (seventy-five);
- Number of applications that comply with the formal requirements of the call: 30 (thirty). One candidate informed the Secretariat on withdrawal of the application for the position on April 22, 2020. Thus, 29 applications underwent technical assessment, as follows:

Technical Evaluation – (50%)					
Applicant number	Demonstrated experience of budget and procurement procedures, preferably in line with the EU PRAG rules	Demonstrated experience in financial reporting, payroll and contributions administration and tax reporting	Experience in assignments related to organization of conferences, workshops, and/or training programs	Demonstrated experience in dealing with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE	Total Score
	/20%	/15%	/10%	/5%	
1	5	5	0	0	10
2	2	0	0	0	2
3	5	5	0	1	11
4	2	12	0	1	15
5	2	0	0	0	2
6	3	5	1	0	9
7	2	9	0	0	11
8	2	6	0	1	9
9	2	0	3	2	7
10	0	0	2	0	2
11	2	0	0	1	3
12	1	1	0	1	3
13	0	0	0	1	1
14	4	0	0	1	5
15	1	3	0	0	4
16	2	2	0	0	4
17	15	12	8	4	39
18	0	5	0	0	5
19	13	12	0	2	27
20	12	12	5	2	31
21	7	7	5	2	21
22	3	10	0	0	13
23	15	12	0	2	29
24	3	0	0	0	3



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Technical Evaluation – (50%)					
Applicant number	Demonstrated experience of budget and procurement procedures, preferably in line with the EU PRAG rules	Demonstrated experience in financial reporting, payroll and contributions administration and tax reporting	Experience in assignments related to organization of conferences, workshops, and/or training programs	Demonstrated experience in dealing with different stakeholders: government institutions, public officials, international organizations, and civil society in SEE	Total Score
	/20%	/15%	/10%	/5%	
25	10	12	0	2	24
26	0	2	0	0	2
27	2	0	0	1	3
28	2	2	0	0	4
29	2	2	0	0	4

The interviews were scheduled for May 28, 2020 with the shortlisted candidates. Questions for the interview were developed and agreed upon by the Selection Committee.

Results of the five interviewed candidates and the total scores are as follows:

Cumulative Score (100%)			
Applicant	Technical Evaluation	Interview	Total Score
	/50%	/50%	/100%
Applicant no 17	39	43	82
Applicant no 20	31	15	46
Applicant no 23	29	35	64
Applicant no 19	27	18	45
Applicant no 25	24	35	59

Evaluation Committee has reached out to the referees that Applicant no 17 provided in the application. Both referees are highly relevant for and wrote positive and relevant recommendations for the position of Finance and Administration Assistant Ms. Meliha Čapljić applied for.



### 3. Conclusion

Consequently, the Evaluation Committee recommends that the Agreement is offered to Ms. Meliha Čapljić.

Evaluation report is hereby

Approved  Not approved

Vladan Joksimovic, Head of Secretariat

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