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## **Memorandum of Understanding**

**between**

### **Civil service agencies of the Federation of Bosnia and Herzegovina**

Alipašina 6, 71000 Sarajevo BiH  
represented by Refik Begić, director  
(hereinafter referred to as the Agency)

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### **of Caritas Switzerland in Bosnia and Herzegovina**

Travnička 1, 71000 Sarajevo BiH,  
represented by Mr. Daniel Bronkal  
(hereinafter CACH)

(hereinafter Parties)

## Preamble

This Memorandum of Understanding (hereinafter referred to as the "Memorandum") implies cooperation between the parties in the field of professional development of employees through existing procedures and regulations owned by the Agency.

Both parties are committed to promoting the development of efficient, professional, and functional state administration in the Federation of Bosnia and Herzegovina (FBiH) through the realization of their tasks and fundamental goals and with mutual respect for their different but complementary roles and responsibilities.

Both sides recognize the need for effective and sustainable strengthening of the Agency's technical capacities to achieve development goals and improve the well-being of citizens.

Both parties are aware that cooperation between the government and civil society is key to achieving these goals and ensuring sustainable development in the region, and in order to achieve development goals and improve the well-being of citizens, it is necessary to establish the administrative and technical capacities of public services in FBiH and strengthen them to an efficient and sustainable way.

## Legal basis and purpose of the Memorandum

The competences of the Agency are regulated By the Law on Civil Service in the Federation of Bosnia and Herzegovina<sup>1</sup> and sub-legal acts adopted on the basis of this law, the Law on Civil Service in the Una-Sana Canton<sup>2</sup> and by-laws adopted on the basis of this law, the Law on Civil Servants and Employees in Civil Service Bodies in Hercegbosanske županije<sup>3</sup> and by-laws adopted on the basis of this law, the Law on Civil Service in Sarajevo Canton<sup>4</sup> and by-laws adopted on the basis of this law, the Law on Civil Service in Tuzla Canton<sup>5</sup> and by-laws adopted on the basis of this law, the Law on Civil Service in the Bosansko-Podrinjski Canton of Goražde<sup>6</sup> and by-laws adopted on the basis of this law.

In this regard, the cooperation within the framework of this Memorandum manifests the cooperation of partners in the creation, organization, and implementation of additional, more substantial, specialized professional training programs for civil servants and state employees. Special emphasis is placed on the attraction of investments, the development of local economy and employment, in the closest cooperation with the private sector, within the scope of its mission and the capabilities of its administrations.

## Goals of cooperation

The goal of this cooperation is to support the Agency in creating additional professional training programs with the aim of implementing them within the Special Professional Training Program for local self-government units.

This will be done in full accordance with the existing internal procedures of the Agency, such as: assessment of the needs for professional training, the creation of programs and the contracting of appropriate external implementers, and the submission together with other professional training programs, to the Government of the Federation of Bosnia and Herzegovina for approval.

<sup>1</sup> "Official Gazette of the Federation of Bosnia and Herzegovina" no. 29/03, 23/04, 39/04, 54/04, 67/05, 8/06 and 4/12, 99/15 and 9/17 – Judgment of the Constitutional Court of the Federation of Bosnia and Herzegovina number: U-13/16 ,

<sup>2</sup> "Official Gazette of the Una-Sana Canton" no. 14/17, 15/20

<sup>3</sup> "Official Gazette of Hercegbosanske županije", no. 1/14 and 5/16

<sup>4</sup> "Official Gazette of Sarajevo Canton" no. 31/16 and 45/19

<sup>5</sup> "Official Gazette TK", no: 7/17, 10/17, 10/18, 14/18 and 8/21

<sup>6</sup> "Official Gazette of the Bosansko-Podrinjski Canton of Goražde" no. 3/18 and 6/20.

The cooperation within this Memorandum is not intended to provide services or capacity building activities to public sector employees outside of the existing internal processes of the Agency, but to help the Agency to include them in its existing activities and trainings and build their capacities.

### **Scope of cooperation and approach for cooperation**

- Joint assessment of specific needs (between municipal/city administration bodies and the local private sector) and in connection with the execution and creation of the content of professional development programs in the above-mentioned areas.
- Creation of curricula, along with a formulation of criteria for the qualification of experts for the professional development service provider who will conduct the aforementioned trainings behalf of the Agency.
- Identification, selection, and additional education of suitable individuals or providers of education services for employees in local administrations (municipalities and cities).
- Promotion of activities.
- Joint monitoring of the results of implemented professional development programs, with possible adjustments or improvements in the way of implementation.

### **Roles and responsibilities:**

#### **Agency and CACH:**

- Determine the responsible person for this cooperation.
- Hold meetings for cooperation and coordination at regular intervals.
- Carry out an assessment of professional training needs.
- Creation of the outline of the program content and the curriculum/program, including the development of criteria for the needs of the program implementer.
- Monitoring the results of implemented programs (monitoring).
- Evaluation.

#### **CACH:**

- Finance and facilitate assessment of training needs in selected LGUs in the areas of investment attraction, local economic development, and employment in close cooperation with the Agency.
- In close cooperation with the Agency, draft a professional training program and curriculum in the fields of attracting **investments, development of the local economy and employment**, development of market systems (MSD approach), and local economic development (LED).
- Provide basic half-day training on the above-mentioned areas for the staff of the Agency and potential implementers that the Agency will hire.
- Ensure that LGUs participating in market systems development (MSD approach) or local economic development (LED) projects request and co-finance training for their employees.

#### **Agency:**

- Participate in the assessment of training needs among selected LGUs in the areas of: investment attraction, local economic development, and employment in close cooperation with CACH.

- In close cooperation with CACH, draft program and curriculum are being developed as part of the regular professional development program for LGU training by the Agency for the field of: **investment attraction, local economic development and employment, and the development of market systems (MSD)**.
- Identifies implementers for engagement in program implementation.
- Identifies employees who will attend programs in the above-mentioned fields.
- Conducts and co-finance trainings starting in 2024 in the field of **investment attraction, local economic development and employment, and development of market systems (MSD)** (within the legal mandate of the Agency).

### Monitoring

The two parties will monitor and follow all activities related to this Memorandum and ensure that all parties involved comply with the terms and conditions of the Memorandum.

### Implementation planning

The planning of implementation must be coordinated with the regular activities of the Agency, such as the annual assessment of the need for professional training, the preparation of financial projections, and the cycle of the implementation of the professional training program. In addition, this Memorandum is limited by the duration of the first phase of the Local Economic Development (LED) project until July 2027.

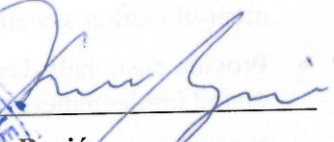

### Transitional and final provisions

- This Memorandum is not a contract and therefore does not establish any legal obligations for the Partners. Its purpose is to provide a basis for cooperation in the areas described above.
- The memorandum can be terminated at the request of each of the partners, with prior written notice, 30 days before the cancellation of cooperation, including a brief explanation of the reasons for such decision.
- Any misunderstanding or dispute arising in connection with the interpretation of any provision of this Memorandum shall be resolved by the Partners by agreement.
- This Memorandum is signed in four copies: two in English and two in the BSC language, of which each partner receives one copy in English and one copy in the BSC language.

CACH:

  
  
**Daniel Bronk**  
 Director for Bosnia and Herzegovina

Agency:

  
  
**Refik Begić**  
 Director  
 broj: 04-30-7-2208/23  
 04.10.2023.g.