



**Date:** May 11, 2022

**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 regional project "Breaking the Silence: Enhancing the whistleblowing policies and culture in Western Balkans and Moldova" prepared the Evaluation report for the above stated vacancy announcement (hereinafter: the Evaluation report).

### EVALUATION REPORT

Based on the conducted evaluation, it is proposed that the Employment Agreement is offered to **Mr. Tarik Sahinovic** (hereinafter: Applicant 10).

### EXPLANATION

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 11, 2022	N/A	RAI website, mojposao.ba website, social media profiles
Deadline for submission of applications	April 3, 2022	23:59 (CEST)	<a href="mailto:vacancy@rai-see.org">vacancy@rai-see.org</a>
Initial screening of applications:	April 4, 2022		RAI Secretariat premises
Applications technical evaluation session	April 26, 2022	13.00-15:00	RAI Secretariat premises
Interview questions and practical exercise prep session	April 29, 2022	10.00-11:00	RAI Secretariat premises
Interviews – part 1	May 5, 2022	14:00 – 15:30	RAI Secretariat premises
Interviews – part 2	May 6, 2022	13:30 – 15:30	RAI Secretariat premises



## 2. Evaluation

Candidates' applications were evaluated using a cumulative analysis method taking into consideration the combination of the applicant's experience, education, and qualifications. Details on evaluation criteria are laid down in the Vacancy Announcement.

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

- Number of received applications: 59 (fifty-nine)
- Number of applications that comply with the formal requirements of the call: 11 (eleven);
- The technical evaluation is as follows:

Applicant	Demonstrated experience of budget & procurement procedures, preferably in line with EU PRAG rules	Demonstrated experience in financial reporting, payroll & contributions administration & tax reporting	Experience in assignments related to org. of conferences, workshops, and/or training programs	Demonstrated experience in dealing with different stakeholders: gvt. institutions, public officials, intl. organizations, and CSOs in SEE	Total
Applicant 1	10 /20%	12 /15%	0 /10%	0 /5%	22 /50%
Applicant 2	13	15	0	3	31
Applicant 3	14	7	0	1	22
Applicant 4	10	8	0	1	19
Applicant 5	11	10	0	1	22
Applicant 6	8	13	0	1	22
Applicant 7	0	5	0	2	7
Applicant 8	15	13	2	3	33
Applicant 9	10	13	0	1	24
Applicant 10	10	7	5	2	24
Applicant 11	10	12	0	2	24



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The interviews were scheduled for May 5 and 6, 2022 with five candidates receiving the highest score. Questions for the interview as well as the practical exercise structure were developed and agreed upon by the Evaluation Committee.

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

Cumulative Score (100%)				
Applicant	Technical Evaluation	Interview Evaluation	Practical Exercise	Total score
	/50%	/40%	/10%	/100%
Applicant 2	31	9	1	41
Applicant 8	33	11	10	54
Applicant 9	24	14	1	39
Applicant 10	24	24	9	57
Applicant 11	24	28	3	55

The Evaluation Committee has reached out to the references Mr. Sahinovic provided during the selection procedure as well.

### 3. Conclusion

Consequently, the Evaluation Committee recommends that the Employment Agreement is offered to Applicant 10, Mr. Tarik Sahinovic.

The evaluation report is hereby

Approved  Not approved

Desislava Gotskova, Head of Secretariat

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