



## ***Terms of Reference for a Short-Term Assignment***

### ***Junior Non-Key Expert on IPARD Technical assistance measure implementation***

#### **1 PROJECT BACKGROUND**

Project Title: *Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory Services)*  
Project No.: EuropeAid /137763/IH/SER/RS  
Contract No.: 48-00-00061/2015-28  
Country: Republic of Serbia  
Project Start Date: 22<sup>nd</sup> of August, 2017  
Project Duration: 24 Months

#### **Overall Objective:**

- The **overall objective** of the project of which this contract is a part is to support the preparation of the Serbian Sector of Agriculture and Rural Development to implement the EU Common Agriculture Policy (CAP) in order to prepare the Republic of Serbia for EU accession.

#### **Purpose:**

- The **purpose** of the project of which this contract is a part is to strengthen the institutional capacities of competent authorities within the Serbian MAFWM in order to implement the Rural Development component of the Instrument for Pre-accession Assistance (IPARD II).

#### **Main Project Beneficiaries:**

- Ministry of Agriculture, Forestry and Water Management

#### **Target Project Beneficiaries**

Managing Authority, IPARD Agency and Advisory Services

#### **Project Components:**

- Component 1: Building capacities of MA to implement IPARD II
- Component 2: Building capacities of the Advisory Service to implement IPARD II
- Component 3: Building capacities of DAP to implement IPARD II

#### **Expected Results:**

- *Result 1.1* Readiness of IPARD II Managing Authority with regard to procedures and all related documents of the accreditation package of measures 4, 5 and 7 ensured.
- *Result 1.2* Professional capacity of MA staff to adequately and effectively administer IPARD II with respect to their particular competencies made fully functional.
- *Result 1.3* Awareness on IPARD II in Serbia increased.



- *Result 2.1* Professional capacities of the relevant staff of Advisory Services to transfer IPARD II related knowledge in a sustainable manner to potential recipients and new employees strengthened.
- *Result 2.2* Legal basis for Advisory Services operations further developed in line with the IPARD II Program 2014-2020.
- *Result 3.1* Directorate for Agrarian Payments (DAP) staff's capacity to implement IPARD II measures 1, 3 and 7 strengthened
- *Result 3.2* DAP prepared to implement IPARD II measures 4 and 5 in line with EU requirements
- *Result 3.3* Rural Development IT solution for the implementation of IPARD II programme created.
- *Result 3.4* Capacity of Technical bodies to conduct control of national minimum standards for IPARD II measures 1, 3 and 7 and EU standards in respective areas upgraded as well as capacity of relevant DAP staff to conduct on the spot control on IPARD II measures 4 and 5

## **2 DESCRIPTION OF THE ASSIGNMENT**

### **2.1 Content of the assignment**

The expert will assist IPARD Operating Structure (MA and the IPARD Agency) in revision/finalisation of the procedures for the implementation of the IPARD II measure 9 – Technical assistance and will support the trainings to the MA, IPARD Agency and MAFWM Internal Audit staff

#### **Expert category**

Junior Non-Key Short-term expert.

### **2.2 Required services**

The expert's assignment will contribute to the implementation of the of the following activities under the Component 1:

- Activity 1.2.2 – Assessment/ adjustment of the written procedures for the implementation of the IPARD II measure 9: Technical assistance and delivering of trainings/on the job trainings for the relevant staff from MA, IPARD Agency and MAFWM Internal Audit Department on the implementation of measure 9 - Technical Assistance

The Junior NKE is expected to provide the following services:

#### **Activity 1.2.2**

- (1) Support the MA and the IPARD Agency in the preparation of procedure for establishment and functioning of Evaluation Committee for all public procurement procedures based on principles set out in section 2.8 of PRAG and in preparation/updating the IPARD Agency supporting documents on TA procurement.



(2) Based on the gap assessment of the completeness and internal compliance of the drafted accreditation documentation and recommendations for its amendment prepared by the SNKE to support the MA and IPARD Agency in the process of amendment, drafting and updating the procedures/supporting documents, checklist, templates etc

(3) Support the preparation and delivery of the on-job trainings with preparation of practical exercises for the implementation of the activities, eligible under the TA measure for the relevant staff of the MA, IPARD Agency and MAFWM Internal audit staff.

### 2.3 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 1.2.2	Assessment/ adjustment of the written procedures for the implementation of the IPARD II measure 9: Technical assistance and delivering of trainings/on the job trainings for the relevant staff from MA, IPARD Agency and MAFWM Internal Audit Department on the implementation of measure 9 - Technical Assistance ;	10	<ul style="list-style-type: none"><li>▶ Relevant Manuals, procedures and supporting documents of the MA and the IPARD Agency for measure 9 updated/prepared</li><li>▶ Practical exercises for the on-the job trainings prepared and delivered</li></ul>
	<b>Total Working Days</b>	<b>10</b>	

### 2.4 Target beneficiaries

The target beneficiaries are the MA and the IPARD Agency.

## 3 LOGISTICS AND TIMING



### **3.1 Location**

The project office in Belgrade, Serbia will be the operational base of this assignment.

### **3.2 Commencement date & period of execution**

#### **3.2.1. Total working days**

10 working days (WDs) have been planned for this assignment.

#### **3.2.2. Period of the assignment**

June 2018 – August 2018

The Junior non key expert shall work in cooperation and under the guidance of the Senior non key expert contracted under this activity. Details regarding the most relevant timing of expert missions shall be agreed at a later stage.

#### **3.2.3. Starting day**

It is expected that the work will be performed from June 2018 onwards. However, exact starting date will be agreed at the later stage

### **3.3 Working language**

English.

## **4 REQUIREMENTS**

### **4.1 Expert profile**

The assignment will be carried out by a Senior Non-Key Expert. The Expert will be expected to meet the following requirements:

#### **4.1.1. 4.1.1. Qualifications and skills (10 points)**

- A bachelor degree in management, economics, public administration, law, agricultural sciences or other related field (where the bachelor degree has been awarded on completion of minimum 3 years of study in a university or equivalent institution) or, alternatively, 5 years of professional experience in in the fields of agriculture and rural development (in addition to the number of years of professional experience required under the requirement for general professional experience)
- Fluency in written and spoken English;
- Knowledge of Serbian language is an advantage
- Computer literacy (MS Office application);
- Good training skills

#### **4.1.2. General professional experience (40 points)**



- At least 5 years of relevant professional experience , acquired in the EU Member States, Candidate and Potential Candidate countries;

#### 4.1.3. Specific professional experience (50 points)

- At least 3 years of professional experience in working / supporting Operating Structures/Implementing bodies for the management of pre-accession assistance (preferably IPA),
- Practical experience in procurement of services, supplies in line with the PRAG rules will be an advantage.

## 4. REPORTS

### 4.2 Reporting requirements

The Expert will provide the following reports:

- *Brief Mission Reports* with description of activity, tasks and outputs provided during the mission under this assignment,
- *Final Mission Report*, with description of all activity, tasks and outputs provided by the expert in the context of this assignment.

The Expert may also support on an ad hoc basis the drafting of official project reports (Interim and Final) in coordination with the Consortium Project Manager, Team Leader, Key Expert 2 and Non-Key Experts (as applicable).

The report templates to be followed by the Expert will be provided by the project office.

The Expert shall work under the guidance and follow the instructions of the Team Leader/KE1. The Expert shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The expert's inputs to these reports will largely be related to work implemented under Component 1, and relevant actions outlined in these Terms of Reference.

### 4.3 Submission of the Reports

Mission reports shall be submitted by the Expert within 5 working days from the end of each mission to the Team Leader (TL) with a copy to the Consortium Project Manager for review and comments.

The final version of the mission reports prepared in the relevant quality shall be submitted to the Team Leader for review, comments and final approval. The reports shall be signed by the Expert and the TL responsible for endorsing the report.

The reports and all prepared documents shall be submitted in hard copy and electronic version to the Consortium Project Manager and project Team Leader.

## 5 APPLICATIONS



*The European Union's*

*Project „Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory services)*



Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to the following e-mail address: [recruitment@imorgon.org](mailto:recruitment@imorgon.org) not later than **17:00 hrs, on 29 of May 2018** Titled „**Application for the position – Junior Non-Key Expert on IPARD Implementation (Technical assistance measure)**

Only candidates with a correct CV will receive a confirmation on receipt of their application.

Reference must be available on request. Only short-listed candidates will be contacted.

All applications will be considered strictly confidential.

The Project is an equal opportunity employer that encourages applications from women and minorities.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference