



***Terms of Reference for a Short-Term Assignment
Senior 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: 22nd 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 reviewing of the procedures for the implementation of the IPARD II measure 9 – Technical assistance and will deliver trainings to the MA, IPARD Agency and MAFWM Internal Audit staff

Expert category

Senior 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 Senior NKE is expected to provide the following services:

Activity 1.2.2

- (1) Review and assess completeness and internal compliance of the drafted accreditation documentation for the implementation of the IPARD II Technical assistance measure, including:



- i. General workflow for the implementation of the TA measure concerning steps carried out by the MA and the IPARD Agency and within internal organizational structure of the MA and the IPARD Agency
 - ii. LEE for the TA measure and proposed categories of costs eligible for financing
 - iii. Draft Agreement (MoU) between the MA and IPARD Agency for the implementation of the TA under the IPARD II Programme 2014-2020
 - iv. Draft Operational Agreement defining obligation and responsibilities of MA and IPARD Agency in regards to public procurement procedure
 - v. Draft Decision for approval of the application for support
 - vi. Manual of procedures, supporting documents, templates, checklists of the MA and IPARD Agency for the implementation of defined obligations and responsibilities in the steps described in the general workflow, proper segregation of tasks in regards to the public procurement procedure, sound financial management principles for simplified PRAG procedures, audit trail etc
- (2) Prepare gap assessment report of the completeness and compliance of the drafted accreditation documents for the implementation of the TA measure for the MA and the IPARD Agency against the observations and recommendations for the TA measure in the DG Agri audit report from August 2016.
- (3) Provide recommendations for the adjustment/finalization of the accreditation documentation for the implementation of the TA measure.
- (4) Based on the assessment findings and recommendations to prepare training programme for 10 one day on the job trainings on all of the above points supporting the finalisation of the accreditation documentation to the relevant staff of the MA(at least 6 employee), IPARD Agency (at least 6 employee) and MAFWM Internal audit staff (at least 2 employee).
- (5) To deliver at least 10 one day on the job trainings according to the agreed programme to 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	15	<ul style="list-style-type: none">▶ Procedures for the measure 9 – Technical Assistance MA and IPARD Agency assessed/proposal for amendment prepared



No.	Description of the activity	Working days	Outputs
	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 ;		<ul style="list-style-type: none">▶ Training programme for 10 one day on the job trainings prepared and agreed▶ Trainings/on-the job trainings implemented, evaluated▶ Mandatory test for all the trainees conducted
	Total Working Days	15	

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

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

3.2.2. Period of the assignment

June 2018 – August 2018

The Senior non key expert shall work in cooperation with the Junior 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, 7 years of professional experience 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 7 years of postgraduate professional experience in the fields of agriculture and rural development, acquired in the EU Member States, Candidate and Potential Candidate countries;

4.1.3. Specific professional experience (50 points)

- At least 5 years of professional experience in drafting procedures and/or implementing IPARD/EU Rural Development measures, preferably the technical assistance measure in the EU Member States, Candidate and Potential Candidate countries;
- Practical experience in similar EU funded projects in EU Member States, Candidate and Potential Candidate countries.

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

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 not later than **17:00 hrs, on 29 of May 2018** Titled „**Application for the position – Senior 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