



The European Union's

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



## ***Terms of Reference for a Short-Term Assignment Senior Non-Key Expert on PRAG rules training***

### **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 prepare training programme/training materials and deliver 10 days training on PRAG rules to the IPARD Operating Structure (MA and the IPARD Agency)

#### **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 1.2.3 – Delivering at least 10 days trainings for at least 12 relevant staff from MA (at least 6 employee), IPARD Agency (at least 6 employee) for obtaining the certificate on PRAG rules.

The Senior NKE is expected to provide the following services:

#### Activity 1.2.3

- ▶ Prepare the Agenda for the training for 10 days training on PRAG rules, divided to 3 modules – first module introductory training on PRAG (3 days training), second module – Preparation of ToR (3 days training) and third module – advanced training on PRAG rules (4 days training)
- ▶ Prepare the training material for each module of training (power point presentation and handouts)
- ▶ Prepare the exercise material/case studies for the practical training sessions
- ▶ Prepare entry and exit tests
- ▶ Prepare the training report after the delivery of the trainings
- ▶ Send draft training materials to the Project Team two weeks before the start of the training



In the process of preparation of training:

- ▶ Trainer will be briefed by the Project Team concerning project scope, expectations of the participants and their profiles, indicative curricula per module by sending the necessary set of documents and cooperating during the preparation of training
- ▶ Trainer will ensure any adjustment on the content and practical exercises following the receipt of the participant profiles
- ▶ If it is considered necessary, the Project Team shall organise a consultation meeting in order to discuss the training among Beneficiary, SNKE and Project Team.

During the training delivery:

- ▶ Before the training of first module starts, the SNKE/Trainer will deliver the entry test to the participants
- ▶ At the end of the training the SNKE/Trainer will deliver Exit Test and Training Evaluation Form to the participants
- ▶ Finally, the NKE/Trainer will prepare the Training report using the template from the Project

The above outputs, except the Training report, should be approved by the Beneficiary, at least 3 days before the start of the delivery of each training modules. The SNKE/Trainer will send the draft outputs at least two weeks before the start of each training module. The TA Team will review the draft outputs and send it to the beneficiary for review after agreeing of the final draft with the trainer. The Beneficiary will send comments in one week from the receipt of the drafts.

List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 1.2.3	Delivering at least 10 days trainings for at least 12 relevant staff from MA (at least 6 employee), IPARD Agency (at least 6 employee) for obtaining the certificate on PRAG rules. ;	13	<ul style="list-style-type: none"> <li>▶ Training Agenda and training materials for 10 days training on PRAG rules prepared and approved</li> <li>▶ 10 days trainings implemented, evaluated</li> <li>▶ Mandatory test for all the trainees conducted</li> <li>▶ Training Report prepared</li> </ul>
	<b>Total Working Days</b>	<b>13</b>	

### 2.3 Target beneficiaries

The target beneficiaries are the MA and the IPARD Agency.



### **3 LOGISTICS AND TIMING**

#### **3.1 Location**

Home based and Belgrade, Serbia

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

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

13 working days (WDs) have been planned for this assignment, of which:  
3 working days home based for the preparation of training materials and reporting  
10 working days in Belgrade for delivery of trainings

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

July 2018 – September 2018

Details regarding the most relevant timing of the trainings shall be agreed at a later stage.

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

It is expected that the work will be performed from July 2018 onwards. However, exact period of trainings will be agreed at the later stage

#### **3.2 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 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)**



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- At least 7 years of postgraduate professional experience in management of EU funds, acquired in the EU Member States, Candidate and Potential Candidate countries;

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

- ▶ Experience in tendering and contracting under PRAG
  - ▶ Experience in tender dossiers preparation and evaluation for services and supplies contracts
  - ▶ Experience in designing and delivering training in the area of PRAG for services and supplies rules

## 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 training 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 KE2, 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



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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 15 of June 2018** Titled „**Application for the position – Senior Non-Key Expert on PRAG rules training.**

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