



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

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 second accreditation package of measures 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* Capacity of staff from Directorate for Agrarian Payments to implement the investment, rural diversification and technical assistance measures (measures 1, 3, 7 and 9) under the IPARD II programme 2014-2020 strengthened.
- *Result 3.2* DAP enabled to implement the Agro-Environmental and LEADER measure (measures 4 and 5) under IPARD II programme 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 measures 1, 3, 4, 5 and 7 and EU standards in respective areas upgraded.

2 DESCRIPTION OF THE ASSIGNMENT

2.1 Content of the assignment

Assistance to MAFWM to further develop the legal base for Advisory services responsibilities, functions and competences in line with the new tasks related to the implementation of the IPARD II Programme 2014 – 2020.

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 2:

- Activity 2.2.1 Preparing the Draft Rulebook closely defining the responsibilities, tasks and competences of Advisory services in accordance with IPARD II Programme 2014 – 2020;
- Activity 2.2.2 Preparing Advisory Service Monitoring Plan defining the procedures and responsibilities for following, measuring, assessing and introducing corrective measures defined in the Rulebook under Activity 2.2.1

The Senior NKE is expected to provide the following services:

- (1) Review and assess the existing national legal framework regulating the tasks, responsibilities and competences of the Advisory services in Serbia and their role in the implementation of the IPARD II Programme for the period 2014-2020.
- (2) Collect, analyse and present the best examples from the MSs of the advisory services role and tasks in the implementation of MS RDPs
- (3) Discuss with the representatives of advisory services and relevant stakeholders the content and structure of the Rulebook/amendments of the existing Rulebook closely



defining the responsibilities, tasks and competences of Advisory service in accordance with IPARD II Programme 2014-2020.

(4) Prepare proposal for definition of responsibilities, tasks and competences of Advisory services in accordance with IPARD II Programme, including Concept for monitoring plan.

(5) Present the Proposal to the Working Group established for the preparation of Rulebook/Draft amendments to the existing Rulebook and to the Expert Council for the advisory service

2.3 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 2.2.1	Preparing the Draft Rulebook closely defining the responsibilities, tasks and competences of Advisory services in accordance with IPARD II Programme 2014 - 2020	5	<ul style="list-style-type: none">• Proposal for definition of responsibilities, tasks and competences of Advisory services in accordance with IPARD II Programme, including monitoring arrangements to be included in the Draft Rulebook- prepared.• Proposal for content and structure of the Draft Rulebook/Draft amendments to the existing Rulebook prepared
A 2.2.2	Preparing Advisory Service Monitoring Plan defining the procedures and responsibilities for following, measuring, assessing and introducing corrective measures defined in the Rulebook under Activity 2.2.1	5	<ul style="list-style-type: none">• Concept for monitoring plan, including responsibilities, tools, timetable, templates and checklists drafted
	Total Working Days	10	



2.4 Target beneficiaries

The target beneficiary – Advisory services.

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

March 2018 – June 2018

The Senior non key expert shall work in parallel to the largest extent possible with the Junior non key expert contracted under the activity 2.2.1. Details regarding the most relevant timing of experts' missions shall be agreed at a later stage.

3.2.3. Starting day

It is expected that the work will be performed from 1 of March 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 economics, 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 the fields of advisory services or agriculture and rural development (in addition to the number of years of professional experience required under the requirement for general professional experience)
- A Master/PhD in above mentioned disciplines is an advantage;
- Fluency in written and spoken English;



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- Good communication and reporting skills

4.1.2. General professional experience (40 points)

- At least 7 years , preferably 10 years of postgraduate professional experience in the fields of advisory services or agriculture and rural development;

4.1.3. Specific professional experience (50 points)

- Minimum 5 years of relevant experience in working/supporting advisory services in EU MS, candidate countries and/or potential candidate countries
- Familiarity with IPARD framework and IPARD programmes will be considered 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. 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 2, 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.



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3. 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, the 13th of February 2018 Titled „**Application for the position – Senior Non-Key Expert on Advisory services**“

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