



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: 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 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

Drafting and implementing the Training programs related to 5 two-day on-the-job trainings for staff from DAP Internal Audit Group.

### 2.2 Expert category

Senior Non-Key Short-term expert.

### 2.3 Required services

The Senior Non-Key Expert for Audit will be involved in tasks and activity that deal with work to be implemented under Component 3 (*Building capacities of DAP to implement IPARD II*).

The Senior NKE is expected to provide the following services:

**Activity 3.1.2: Delivering at least 5 two-day on-the-job trainings for staff from DAP internal audit group (4 persons). One two-day training on general internal audit characteristics and tasks in the context of IPARD II, and 4 two-day trainings in the form of simulation of execution of internal audits on measures 1, 3, 7 and 9**

- a) To draft Training program for staff from DAP Internal Audit Group including following sections:
- Training topics – relevant EU/national legislation and defined audit universe including: audit planning, defining control objectives, risk identification and assessment, selection of sample for testing and audit execution; preparation of audit programs, internal control questionnaires (ICQs), and other tools for performing tests for auditing of IPARD II measures; simulation of audits on sample data by using prepared audit programs and ICQs as well as other tools for performing tests for auditing of IPARD II measures; modification and further upgrade of check lists for conduction the audit of DAP organisational units;
  - Training timetable – 5 two day on the job trainings in the form of simulation of execution of internal audits on the IPARD II measures
  - Evaluation of training



- b) To draft training agenda and training materials related to the Training programs for staff from DAP Internal Audit Group
- c) To deliver the training programme in the form of 5 two-day on-the-job trainings for staff from DAP internal audit group in the form of simulation of internal audits on the IPARD II measures.
- d) To draft and finalize the Training reports together with the related statistics on attendance and achievement of the training objectives and ensure that training sessions are registered (attendance sheets), evaluated (mandatory tests) and documented

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

No.	Description of the activity	Working days	Outputs
A3.1.2	Delivering at least 5 two-day on-the-job trainings for staff from DAP internal audit group (4 persons). One two-day training on general internal audit characteristics and tasks in the context of IPARD II, and 4 two-day trainings in the form of simulation of execution of internal audits on measures 1, 3, 7 and 9	11	<ul style="list-style-type: none"> <li>• Training programme implemented and evaluated</li> <li>• Mandatory tests for all the trainees conducted</li> </ul>
	<b>Total Working Days</b>	<b>11</b>	

## 2.5 Target groups

The main target group is DAP Internal Audit Group.

## 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

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

#### 3.2.2 Period of the assignment

March 2018 – November 2018.



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 01<sup>st</sup> 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 for Audit. The Expert will be expected to meet the following requirements:

#### 4.1.1. Qualification and skills (10 points)

- A bachelor degree in economics, law, information and communication technology, 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).
- A Master/PhD in mentioned disciplines will be an advantage;
- Fluency in written and spoken English;
- Knowledge of Serbian language will be an advantage
- Computer literacy (MS Office application);
- Good communication and reporting skills;
- Good training skills

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

- At least 7 years of postgraduate professional experience in auditing of public or private sector, 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 audits of EU funds preferably IPARD 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 will be an advantage.

## **5 REPORTS**

### **5.1 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 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 Key Expert 2 and the project 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 3, and relevant actions outlined in these Terms of Reference.

## **5.2 Submission of the Reports**

Mission reports shall be submitted by the Expert within 5 working days from the end of each mission to the Key Expert 2 with a copy to the project Team Leader and Consortium Project Manager for review and comments.

The final version of the mission reports prepared in the relevant quality shall be submitted to the Key Expert 2 for review, comments and final approval. The reports shall be signed by the Expert and Key Expert 2 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.

## **6 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](mailto:recruitment@imorgon.org) not later than 17:00 hrs, the 13<sup>th</sup> of February 2018 Titled „**Application for the position – Senior Non-Key Expert for Audit**“

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.