



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 the MA to develop background analysis for the IPARD II measure 5 "Implementation of Local development Strategies – LEADER approach"

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 1.1.1 Preparing the set of documents required for entrustment of budget implementation tasks for second package of measures for accreditation – measure 4 Agri-environment – climate and organic farming and measure 5 – LEADER approach

The Junior NKE is expected to provide the following services:

Activity 1.1.1

- (1) Update and further develop the existing analysis of the capacities to implement LEADER approach in Serbia, including:
 - a. Experience in introducing LEADER in Serbia
 - b. Mapping and assessment of existing LEADER type initiatives – Pre-LAGs
 - c. Institutional capacity building for LEADER implementation of the Country (past project support)
 - d. National support for LEADER approach
 - e. Lessons learned and implications for the new IPARD II LEADER approach
- (2) Based on the analysis of the existing capacities for LEADER type initiatives in Serbia :
 - a. To provide financial estimates of the operational costs of LAG
 - b. To provide estimates of the scope of the small projects to be implemented by the LAGs



- (3) Consult with LEADER stakeholders, NGOs, public authorities and other bodies
- (4) Present and discuss the analysis to the working group for the measure 5, established by the MA
- (5) Finalise the analysis with the feedback received during the consultation process and from the working group members.

2.3 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 1.1.1	Preparing the set of documents required for entrustment of budget implementation tasks for second package of measures for accreditation – measure 4 Agri-environment – climate and organic farming and measure 5 – LEADER approach;	10	<ul style="list-style-type: none"> • Updated analysis of the capacity to implement LEADER approach in Serbia – prepared and approved
	Total Working Days	10	

2.4 Target beneficiaries

The target beneficiary is the MA.

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

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 Junior Non-Key Expert. The Expert will be expected to meet the following requirements:

4.1.1. *Qualifications and skills (10 points)*

- A bachelor degree in agricultural sciences, economics, public relations and other related fields (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 agriculture and rural development and/or regional/local 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;
- Excellent analytical and interpersonal skills
- Fluency in written and spoken English;
- Knowledge of Serbian language is an advantage
- Good communication and reporting skills

4.1.2. *General professional experience (40 points)*

- At least 5 years of postgraduate professional experience in the fields of agriculture and rural development and/or local or regional development

4.1.3. *Specific professional experience (50 points)*

- Minimum of 3 years direct and relevant professional experience in supporting local development initiatives, LEADER approach, pre-LAGs, Local development strategies
- Practical experience in similar EU funded projects in Candidate and/or Potential Candidate countries will be considered 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,



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

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 1, 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 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.

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 not later than 17:00 hrs, the 13th of February 2018 Titled „**Application for the position – Junior Non-Key Expert on LEADER approach**“

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