



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.



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- *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 update/prepare the training needs assessment of the MA and the IPARD Agency and to prepare Training plan for both bodies in line with accreditation requirements and specific job descriptions.

Expert category

Junior Non-Key Short-term expert.

2.2 Required services

The expert's assignment will contribute to the implementation of the Component 1 activity 1.1.3 Developing training curricula and training modules in line with accreditation criteria and specific job descriptions for MA for IPARD II Programme implementation.

The Junior NKE is expected to provide the following services:

- a) To correlate the existing TNA and Training plan to the IPARD Operating structure bodies (MA and IPARD Agency) functions and responsibilities related to IPARD II as defined in the Job descriptions of the MA and IPARD Agency staff and verify that all job profiles have a training profiles defined for IPARD II tasks;
- b) To update/prepare the TNA methodology and tools, including simplification of TNA questionnaire
- c) To examine and assess the existing MA and IPARD Agency training data base
- d) To support the MA and IPARD Agency staff on the updated TNA questionnaire, organization of interviews and the quantitative and qualitative analysis of the training gaps.
- e) To prepare Training need analysis report for MA and the IPARD Agency with the introduction of the IPARD II measures to be accredited.
- f) Based on the updated/prepared training needs analysis reports to design tailor made training plan for both MA and IPARD Agency staff for the IPARD II measures implementation, including but not limited to the following:
 - training needs identified and training priorities,



- description of training topics, training modules and training methods
 - target audience per training topic (number of persons and profiles),
 - training timetable
 - evaluation of training.
- g) To present and discuss the updated/prepared TNA reports and the Draft Training Plan with the MA and IPARD Agency responsible staff and based on feedback received to finalise the documents
- f) In case of an ad-hoc situation, co-operate with the TL and the Project staff and execute, to the possible and agreed extent, necessary visibility actions for addressing the urgent needs of the main beneficiary.

2.3 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 1.1.3	Developing training curricula and training modules in line with accreditation requirements and specific job descriptions for MA and the IPARD Agency for IPARD II Programme implementation	15	<ul style="list-style-type: none"> • Training Needs Analysis of the MA and the IPARD Agency updated • Training plan for MA and IPARD Agency prepared
	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

February 2018 -April 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 20 of February 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:

4.2.1 Qualifications and skills (10 points)

- A bachelor degree in management, economics, public administration, law, 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 capacity development, organizational development, training, and other relevant fields (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;
- Knowledge of Serbian language is an advantage;
- Good communication and reporting skills;
- Computer literacy (MS Office applications)

4.2.2. General professional experience (40 points)

- At least 5 years of postgraduate professional experience in the field of capacity development, organizational development, training, and other relevant fields.

4.1.3. Specific professional experience (50 points)

- At least 2 years of experience in designing Training needs assessment, Training Plans and/or delivery of training for public administration.
- Proven experience in designing/implementing training courses/on-the job training to IPA bodies 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,
- *Final Mission Report*, with description of all activity, tasks and outputs provided by the expert in the context of this assignment.



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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 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