



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 Agri-environment

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
Position: Senior Non-Key Expert on agri-environment

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

Assistance to the MA to upgrade IPARD II measure 4 "Agri-environment – climate and organic farming", to prepare the relevant set of accreditation documents for measure 4 and to provide training to the MA staff

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 1.1.1 Support the MA in preparation of the relevant set of accreditation documents for IPARD II measures – measure 4 Agri-environment – climate and organic farming, measure 5 – Implementation of Local Development Strategies-LEADER approach and measure 7 – Farm diversification and business development;
- Activity 1.2.1 Delivering trainings/on-the job trainings for MA and other relevant MAFWM staff regarding the process of accreditation of introduced measures

The Senior NKE is expected to provide the following services:

Activity 1.1.1

- (1) Provide recommendations for the finalisation of the In depth agro-environmental analysis, programming and consultation process of the measure 4 and support the implementation of meetings of the Working group for the measure 4 based on MAs initiative.



- (2) Support the identification of mandatory standards (baseline) and voluntary commitments going beyond the reference level in terms of clearness in objective and content, potential to provide environmental benefits and their verifiability and controllability.
- (3) Support the finalization of the measure “Agri-environment-climate and organic farming of the IPARD II Programme according to the EC requirements
- (4) Propose a methodology for the calculation of the compensation payments for the proposed actions and provide draft calculations of the premiums of the proposed AE actions/ operations.
- (5) Provide on the job training on all of the above points to the MA to strengthen their capacities for the strategic programming of this measure.

Activity 1.2.1

- (1) Preparation of training materials and delivery of one day interactive training workshop on the measure 4 “Agri-environment – climate and organic farming” for the MA staff

2.3 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
A 1.1.1	Support the MA in preparation of the relevant set of accreditation documents for IPARD II measures – measure 4 Agri-environment – climate and organic farming measure 5 – Implementation of Local Development Strategies-LEADER approach and measure 7 – Farm diversification and business development;	13	<ul style="list-style-type: none"> • Agri-environment – climate and organic farming measure finalised • Methodology for payment calculations developed • Set of mandatory standards for measure 4 prepared • Environmental commitments to be respected by the recipients of the measure 4 identified in the measure fiche
A 1.2.1	Delivering trainings/on-the job trainings for MA and other relevant MAFWM staff regarding the process	2	<ul style="list-style-type: none"> • Training materials for one-day training on Agri-environment – climate and organic farming prepared and approved;



No.	Description of the activity	Working days	Outputs
	of accreditation of introduced measures		<ul style="list-style-type: none">• One-day training on Agri-environment – climate and organic farming measure – delivered and evaluated• Mandatory test for trainees conducted
	Total Working Days	15	

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

15 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 this activity. Details regarding the most relevant timing of expert 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 management, economics, public administration, law, agricultural sciences, environmental sciences, public relations 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 the fields of agriculture and rural development and/or environmental management, (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;
- Good communication and reporting skills
- Good training skills

4.1.2. General professional experience (40 points)

- At least 7 years of professional experience in the fields of agriculture and rural development and/or environmental management,
- At least 5 years of professional experience in programming RDP in the EU MSs, Candidate and/or potential candidate countries;

4.1.3. Specific professional experience (50 points)

- Minimum of 3 years direct and relevant experience in programming, monitoring or evaluation of agri-environment RD Measures
- Proven experience in providing training/ on-the job training on the EU RDP/pre-accession, preferably IPARD rules of programming in the fields of agri-environment – climate and organic farming will be considered 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.



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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.

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

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, on 15th of April 2018 Titled „**Application for the position – Senior Non-Key Expert on Agri-environment**“

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