



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 LEADER approach

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 LEADER approach

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.



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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 Payment (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 controls on IPARD II measures 4 and 5 upgraded.

2 DESCRIPTION OF THE ASSIGNMENT

2.1 Content of the assignment

Assistance to the MA on preparing the set of documents for entrustment of budget implementation tasks for the IPARD II measure 5 “Implementation of Local development Strategies– LEADER approach”

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 Agro-environment – climate and organic farming, measure 5 Implementation of Local Development Strategies - LEADER approach and measure 7 Farm Diversification and Business DevelopmentActivity
- 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) Review and discuss the measure fiche of the measure 5 with the MA and the Working group established for the measure and propose amendments/revisions for its finalization
- (2) Support the preparation of the List of Eligible Expenditure for the measure 5
- (3) Support the MA for the preparation of the procedure for the establishment, functioning and proceedings of Evaluation Committee for evaluation of the LDSs and selection of LAGs, including evaluation grids, templates and checklists
- (4) Provide on-the job training to the MA responsible staff and the members of the Working group for measure 5, established by the MA



(5) Outline the monitoring and evaluation framework of the measure 5 – “Implementation of Local Development Strategies – LEADER approach”

Activity 1.2.1

(1) Preparation of training materials and delivery of one day interactive training workshop on the LEADER approach measure 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 Agro-environment – climate and organic farming, measure 5 Implementation of Local Development Strategies – LEADER approach and measure 7 Farm Diversification and Business Development	8	<ul style="list-style-type: none"> • Measure ‘Implementation of local development strategies – LEADER approach’ finalised; • Procedure for the establishment, functioning and proceedings of Evaluation Committee for evaluation of the LDSs and selection of LAGs, including evaluation grids, templates and checklists prepared and agreed • List of Eligible Expenditures for measure 5 developed • Outline of the monitoring and evaluation framework for measure 5
A 1.2.1	Delivering trainings/on-the-job trainings for MA and other relevant MAFWM staff regarding the process of accreditation of introduced measures	2	<ul style="list-style-type: none"> • Training materials for one-day training on LEADER approach measure prepared and approved; • One-day training on LEADER approach measure – delivered and evaluated • Mandatory test for trainees conducted
	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

April 2018 – August 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 15 of April 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. Qualifications and skills (10 points)

- A bachelor degree in management, economics, public administration, law, agricultural 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, 5 years of professional experience in 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;
- Good communication and reporting skills
- Good training skills



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4.1.2. General professional experience (40 points)

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

4.1.3. Specific professional experience (50 points)

- Minimum of 3 years direct and relevant experience in programming, implementation, monitoring and/or evaluation of LEADER in the EU MSs, Candidate and/or potential candidate countries;
- Proven experience in providing training/on-the job training on LEADER approach programming and implementation will be considered as 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 Expert1, 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/KE1. 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 TL/KE1 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 TL/KE1 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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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 LEADER approach**“

Only candidates with a correct CV will receive a confirmation on receipt of their application.

References 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