

## Development of System for Management of Cohesion Policy

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### Terms of Reference for Assignment of

### Senior Non-Key Expert on Training related to IPA III multi – annual Operational Programmes’ implementation

#### 1. Background

This assignment shall be carried out within the framework of project “Development of the System for the Management of Cohesion Policy” financed by European Union under IPA, having as Project Partner and Main Beneficiary the Ministry of European Integration (MEI).

The overall objective is to prepare the Serbian public administration for the effective implementation of the EU Cohesion Policy in the Republic of Serbia. The purpose of the contract is to set up and enhance the capacities of all relevant stakeholders for timely and efficient preparation, implementation, monitoring and evaluation of programmes and projects supported by Structural Funds and Cohesion Fund.

The results to be achieved by the Contractor are as follows:

**Result 1:** Legal and institutional framework for the implementation of EU Cohesion Policy in place.

**Result 2:** Relevant planning and programming documents for IPA III multi-annual programming prepared.

**Result 3:** Capacities of institutions and bodies nominated for preparation / implementation of multi-annual Operational Programmes under IPA with a view of their future role under Cohesion Policy, as well as partners and potential beneficiaries at national level, and as appropriate at sub-national level, increased via Capacity Building programmes.

The Project started on 11 July 2019 and was extended until 10 April 2025 to take into account the European Commission's new approach aimed at accelerating the convergence of current IPA structures with the management and control systems established in EU Member States receiving Cohesion Policy funding through the preparation and implementation of **Operational Programmes (OPs) under IPA III in the period 2021-2027**. The Operational Programmes reflect a more mature partnership between the Commission and the Republic of Serbia, as they represent a further step on the path to EU accession and thus can contribute to meeting the final benchmarks for negotiating countries within Chapter 22 – Regional Policy and Coordination of Structural Instruments.

**The Contracting Authority** for the above-mentioned project is the **EU Delegation to the Republic of Serbia (EUD)**. The Service Contractor is **GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in consortium with Mott MacDonald, Archidata and Ismeri**.

Two Operational Programmes under IPA III were prepared by Serbia for the period 2024-2027:

- Environment and Energy for Serbia 2024 – 2027 managed by the Ministry of Mining and Energy in Managing Authority capacity,
- Employment, Skills and Social Inclusion for Serbia 2024 – 2027 managed by the Ministry in charge of Labour, Employment, Veteran and Social Affairs in Managing Authority capacity.

In implementation of both Programmes several Intermediate Bodies for Policy Management are involved as well as the CFCU in the capacity of Intermediate Body for Financial Management.

**The assignment of Senior Non-Key Expert as Senior Trainer on the IPA III procedures will be framed within the third project component.**

## **2. Description of the Assignment**

To support the bodies implementing the multi-annual Operational Programmes Environment and Energy for Serbia 2024 – 2027 and Employment, Skills and Social Inclusion for Serbia 20224 – 2027 a series of dedicated, tailored-made trainings is being offered by the project team, based on the needs expressed by the institutions in the management and control system for the Programmes. Among other topics, the Beneficiary proposes to organise training related to preparation and implementation of grant schemes. In both Operational Programmes, grant schemes are envisaged as the modalities for programme implementation and the experience of the relevant institutions, including the Managing Authorities and the Intermediate Bodies for Policy Management in preparation and implementation of grant schemes are rather limited. Taking this into account, it is proposed to organise in March 2025 a 2-days training/workshop related to the practical aspects of preparation and implementation of grant schemes, mainly for the Managing Authorities and Intermediate Bodies for Policy Management of both programmes, with the possible participation of the Intermediate Body for Financial Management to present and discuss issues related to management and reporting of grant schemes as well as financial management.

The selected trainer will:

1. Prepare the agenda for the trainings/workshops.
2. Prepare the training materials including PPT, exercises and exercise solutions, and submit them to the Team Leader/Beneficiary at least 5 working days before the date scheduled for the training/workshop.
3. Deliver the trainings/workshops.

### 3. Profile of the trainer on IPA III multi-annual OPs implementation procedures

#### **Required Qualifications and Skills**

University Degree at Master's level (4 or more years).

Fluency in written and spoken English. Knowledge of the Serbian language is highly desirable.

Advanced Computer literacy (MS Office including Excel, PowerPoint, Internet).

Very good communication and presentation skills.

#### **General Professional Experience**

Min. 8 years relevant professional experience.

Knowledge of the internal control framework for EU funds management.

#### **Specific Professional Experience**

Min. 5 years of specific experience in supporting IPA structures and authorities with implementation of annual and/or multiannual Operational Programmes in indirect management by the beneficiary country.

### 4. Location, duration, (provisional) start/end date

**Location:** the expert will be working in Belgrade, Serbia, at Project Office and other locations in Belgrade.

**Starting/ending date:** February 2025/March2025.

**Total number of working days:** up to 8 (including up to 6 working days for preparation of materials and 2 days for delivery of trainings/workshop).

Home-based work for preparing the training and reporting allowed if duly authorised by the Contracting Authority.

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