

Development of System for Management of Cohesion Policy

Terms of Reference for Assignment of a Senior Non-Key Expert for preparation of internal human resources documentation for Ministry of European Integration (MEI) for future roles under Cohesion Policy

1. Background

This assignment shall be carried out within the framework of the project “Development of the System for the Management of Cohesion Policy” financed by European Union under IPA III, 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 the 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 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**.

The Project started on 11 July 2019 and shall last until 10 April 2025. Support to achievement of Result 2 shall accommodate the new approach by the European Commission aiming at accelerating convergence of the current IPA structures to the management and control systems established in EU Member States that benefit from Cohesion Policy funds, through the preparation and implementation of Operational Programmes (OPs) under IPA III in the period 2024-2027.

The assignment of the Senior Non-Key Expert for preparation of inputs for the development of internal MEI documentation necessary for assuming future roles in cohesion policy shall be framed within the first project component aimed, among others, at establishing legal and institutional framework for the implementation of EU Cohesion Policy.

2. Description of the Assignment

Within the project, Organizational Development Plans have been prepared for MEI as the future Coordination Body and Managing Authority for INTERREG programmes. These documents provided an overview of functions, tasks, and the necessary competencies for carrying out these new roles.

In relation to the proposed new roles, it is necessary to develop:

- Inputs for the new draft Rulebook on Internal Organization and Job Systematization, including a detailed description of job positions and the responsibilities of specific internal units;
- Preparation of competency tools for the specified job positions;
- Development of MEI's work procedures in line with the new functions and responsibilities, as well as other similar internal documents;
- Prepare a comparative analysis of the existing and new systematization, along with an assessment of the gap or misalignment between them.

Additionally, an interactive workshop with MEI should be organized, where these inputs would be presented, reviewed, and discussed. The expert would guide MEI in drafting the final version of these documents during the workshop.

3. Expert profile

Required Qualifications and Skills

University Degree.

Fluency in both written and spoken English and Serbian.

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

Very good organisational, coordination and reporting skills.

General Professional Experience

Min. 8 years relevant professional experience in public administration and/or human resource management.

Specific Professional Experience

Proven experience in defining job positions and/or other documentation regarding human resources management.

Communication skills enabling explaining technical issues clearly.

3. Location, duration, (provisional) start/end date

Location: the expert will be working in Belgrade, Serbia, at Project Office and other locations in Belgrade. Missions outside Belgrade could also prove necessary – these shall have to be pre-authorised by the Team Leader and the Contracting Authority.

Starting/ending date: 10 March – 10 April 2025.

Total number of working days: up to 20.

No work during week-ends allowed, except if duly authorised by the Contracting Authority.