

Development of System for Management of Cohesion Policy

Terms of Reference for Assignment of a Senior Non-Key Expert for Training on Public Procurement in Services and Supply for the Interreg Programmes

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 training on Public Procurement in services and supplies for Interreg Programmes shall be framed within the third project component aimed, among others, at increasing the capacities of institutions which will be responsible for implementation of the future Cohesion Policy programmes' implementation in Serbia.

2. Description of the Assignment

The assignment of the Expert shall cover preparation and delivery of 2-days training for the staff of the Cross-Border Cooperation Department of the Ministry of European Integration related to Public Procurement in services and supplies in implementation of the EU programmes under the Cross-Border Cooperation in accordance with the latest version of the Practical Guide on Contract Procedures for European Union External Action (PRAG) that is current at the time of the training.

Under the EU financial perspective 2021 – 2027, some changes were introduced within the area of Public Procurement with the aim of simplification of procedures to ease implementation of projects for the beneficiaries. It is expected that the assigned expert will prepare and deliver a training for the staff of the Department on basic processes within Public Procurement procedures used within the Interreg programmes with main focus on most common mistakes in public procurement related to PP in services and supplies, accountability in the implementation of the programmes and projects, requirements for public information and visibility in public procurement and contract implementation.

The Expert shall prepare a brief report which describes the work that was conducted, its results, and put forward recommendations that can be made to the Beneficiary from the expert's perspective. The Expert shall work under the direct supervision of the Team Leader and in cooperation with other project experts, if necessary.

3. Expert profile

Required Qualifications and Skills

University Degree (Master/PhD), preferably in science, social sciences, political science, international relations, non-profit management.

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 Procurement in relation to the EU funded programmes/projects in accordance with the Practical Guide on Contract Procedures for European Union External Action (PRAG)

Experience in implementation of European Territorial Cooperation programmes and/or projects.

Specific Professional Experience

Proven experience in organisation and implementation of public procurement in relation to the EU funded projects in accordance with the Practical Guide on Contract Procedures for European Union External Action (PRAG)

Experience in delivering training on public procurement.

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 5.

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