

## Development of System for Management of Cohesion Policy

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### Terms of Reference

#### for Assignment of Junior Non-Key Expert on Study Visit Organisation

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

#### 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, whose Project Partner and Main Beneficiary the Ministry of European Integration (MEI).

The Project started on 11 July 2019 and will run until 10 July 2024. **The Contracting Authority** for the above-mentioned project is the **EU Delegation to the Republic of Serbia (EUD)**. The Contractor is **GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in consortium with Mott MacDonald, Archidata and Ismeri**.

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 contract aims to build and improve the capacities of all relevant stakeholders for timely and efficient preparation, implementation, monitoring and evaluation of programmes and projects supported by the 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.

Project started on 11 July 2019 and will last 36 months.

**The assignment of the Junior Non-Key Expert on Study Visit Organisation** shall be framed within **the third project component** focusing on capacity building to prepare the Serbian institutions for implementation of EU Cohesion Policy in Serbia after accession of the country to the European Union.

## 2. Approach

The study visit is intended to provide the Serbian participants with detailed understanding of the process of managing EU Cohesion Funds (ERDF/CF/JTF/ESF+/EMFAF<sup>1</sup>) in a Member State of the European Union, aiming to learn useful lessons applicable to managing pre-accession funds in Serbia, as well as preparing for their tasks related to manage EU funds once Serbia becomes an EU Member State. Italy has been chosen for the visit for a number of good practices implemented at both national and regional level such as the web-based monitoring system for Cohesion Funds managed by the Ministry of Economy and Finance, and the use of territorial tools assisted by actions in support of the administrative capacities of the local self-governments.

The choice of the host organisations should provide an appropriate exposure to structures and authorities such as Coordinating Bodies, Managing Authorities, Intermediate Bodies (whenever designated), Accounting Body, and Final Beneficiaries.

Consequently, the study visit should include presentations by the host organisations that can illustrate the following:

- National level
  - How EU Cohesion Funds are coordinated in Italy. Structuring of National and Regional Operational Programmes (OPs) and co-ordination between them. Role of national and regional authorities in programming and implementation of OPs. (Presidenza del Consiglio dei Ministri, Dipartimento per le Politiche di Coesione and Agenzia per la Coesione Territoriale)
  - Monitoring of EU Cohesion Funds (Ministero Economia e Finanze, Ragioneria Generale dello Stato).
  - How institutional and administrative capacity for managing EU Cohesion Funds is developed and strengthened in the programming period 2021-2027 (Presidenza del Consiglio dei Ministri, Dipartimento per la Funzione Pubblica).
- Regional level (Managing Authorities, Intermediate Bodies whenever applicable)
  - Project selection (infrastructure, social inclusion, competitiveness)
  - Use of territorial development tools
  - Management of State aid aspects
  - Financial management and control, audit, managing of irregularities and fraud
  - Administrative capacity, staffing, use of the technical assistance budget according to the options established under the Common Provisions Regulation.
  - Projects implementation (site visits meeting EU Cohesion Funds beneficiaries)

## 3. Description of assignment

The Junior Non-Key Expert will be assigned to organise a 5-day study visit for the Serbian participants. His/her tasks will include planning, designing, organising and reporting on the study visit.

The study visit will take place in Italy in the first two weeks of November 2023.

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<sup>1</sup> It is to be considered that since Serbia is a landlocked country, the EAMAF Programme will be of marginal importance for the country once Serbia becomes an EU Member State.

The Expert will undertake the following tasks:

- Set the date of the visit.
- Agree with the host organisations on the overall programme for the five-day study visit including meetings and site visits. The agenda shall be drafted by following the template provided by the Cohesion Project. It shall contain:
  - General information on the study visit: date, host institutions and the value added to the visit by the host institutions, objectives
  - Daily indicative programme including all details in respect of timing, locations (exact address, phone numbers and contact persons), logistics, host institutions' speakers, title of their presentations, duration of each meeting etc.
  - Detailed map of the regions being visited.

An indicative agenda of the visit shall be made available 30 calendar days before the set date. The agenda shall be finalised 15 calendar days before the set date latest.

- Arrange briefing/s for all receiving institutions in Italy so that they understand the purpose of the visit/s and can tailor their presentations and hand-out documents accordingly.
- Arrange briefing notes for the Serbian participants so that they have a clear understanding of the organisations and institutions they will be visiting and their relevance to the objectives of the study visit. The briefing notes shall be made available 15 calendar days before the date set for the start of the study visit.
- Accompany the Serbian delegation during the study visit, ensuring that the programme goes smoothly and deal with any unforeseen issues.
- Advise on accommodation, restaurants and local transportation (A travel agent will take care of the bookings).
- Write a detailed report on the study visit according to the following table of contents:
  - ✓ Introduction
  - ✓ Objectives of the study visit
  - ✓ Overall summary of presentations
  - ✓ Summary of individual presentations:
    - Day 1
    - Day 2
    - Day 3
    - Day 4
    - Day 5
  - ✓ Lessons Learned
  - ✓ Attachments:
    - ❖ Study visit agenda
    - ❖ List of participants
    - ❖ Brief information on host institutions and contact addresses (so that the Serbian institutions can prepare thank you letters)
    - ❖ PPT/.pdf presentations of the host institutions
    - ❖ The Operational Programmes/Programmes of Italy in the programming periods 2007-2013 and 2014-2020 (max. 4 pages)

Sample of study visit agendas, briefing notes and reports shall be made available to the Expert.

Base of operations: Italy

The Expert's mission shall have the following outputs:

Output 1: Final confirmed programme (agenda) for the study visit as per template (in English language).

Output 2: Briefing material and briefing for the Serbian participants (in English language).

Output 3: Briefing material for the host institutions in Italy (in English and Italian language).

Output 4: Advise on accommodation, restaurants and transport arrangements.

Output 5: Detailed report on the study visit according to the established table of contents, to be submitted to the Team Leader by 30 November 2023 latest.

#### **4. Expert profile**

##### **JUNIOR NON-KEY EXPERT on STUDY VISIT ORGANISATION**

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

University Degree with minimum 3 years of studies (i.e. Bachelor's degree) in social sciences, management, humanities, law, sciences or other relevant subject.

Fluency in both written and spoken English

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

Very good organisational, coordination and reporting skills.

Knowledge of Serbian language would be an asset.

##### **General Professional Experience**

Min. 5 years relevant professional experience by management and organisation of events (study visit, meeting, conferences, etc.)

Experience in working with Italian institutions managing EU funds.

Knowledge of EU Cohesion Policy procedures and rules for managing EU Cohesion Funds.

##### **Specific Professional Experience**

Min. 3 years of specific experience in programming and/or implementation/evaluation of ESIF/Cohesion Policy/IPA Funds in Italy and Western Balkans Region.

Detailed knowledge of the system for managing EU funded Programmes in Italy.

Experience with organisation of exchange of experience between authorities and structures implementing Cohesion Funds (including under twinning projects).



**5. Location, duration, (provisional) start/end date**

Location: the expert will be working in Italy.

Starting/ending date: September 2023/15 December 2023.

Total number of working days: up to 12.

Please send your CV and application letter on e-mail [nikola.bajski@giz.de](mailto:nikola.bajski@giz.de) by 20.09.2023.