

## Development of System for Management of Cohesion Policy

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### Terms of Reference for Assignment of two

### Senior Non-Key Experts on IPA III procedures

#### 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 July 2024 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**. It is expected that the Operational Programmes will reflect a more mature partnership between the Commission and the Republic of Serbia, as, if established in line with the requirements of the accession negotiations - Chapter 22 (Regional Policy and Coordination of Structural Instruments), they will represent a further step on the path to EU accession and thus can contribute to meeting the final benchmarks for negotiating countries. In policy terms, the Operational Programmes can also make an important contribution to the implementation of the Western Balkans Economic and Investment Plan and the Green Agenda, both of which aim to strengthen the economies of the Western Balkans through investment and the promotion of competitiveness and inclusive growth, sustainable connectivity and the twin green and digital transitions. In this context, the Operational Programmes provide a multi-annual fiscally-framed investment plan with a predictable medium-term implementation of a number of flagship projects reflecting the programming process of the EU Member States under the EU Cohesion Policy.

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 IPA III Operational Programmes for the period 2024-2027 will be implemented by the designated Managing Authorities and Intermediate Bodies. A Manual of Procedures (MoP) has been prepared to support implementation of the Operational Programmes in compliance with all the stipulations included under the Financial Framework Partnership Agreement (FFPA), the inter-institutional agreements and other applicable rules.

The Manual of procedures includes the following chapters:

#	Chapter title	Applicable for	Responsible
<b>A</b>	<b>Overview of the Legal, Institutional and Procedural Framework</b>	all IPA III Bodies	NAO SO
<b>B</b>	<b>Manuals of Procedures</b>	all IPA III Bodies	NAO SO
<b>C</b>	<b>Entrustment and Internal Control</b>	all IPA III Bodies	NAO SO
<b>D</b>	<b>Risk Management</b>	all IPA III Bodies	NAO SO
<b>E</b>	<b>Human Resources Management</b>	all IPA III Bodies	NAO SO
<b>F</b>	<b>Programming (AAPs and OPs)</b>	NIPAC TS, MA, NAO SO, AB, IBFM, IBPM	NIPAC TS
<b>F</b>	<b>Programming (CBCPs)</b>	NIPAC, CBC MA, NAO SO, AB, IBFM	CBC MA
<b>G</b>	<b>Publicity and visibility (AAPs and OPs)</b>	NIPAC TS, MA, NAO SO, AB, IBFM, IBPM	NIPAC TS
<b>G</b>	<b>Publicity and visibility (CBCPs)</b>	NIPAC, CBC MA, NAO SO, AB, IBFM	CBC MA
<b>H</b>	<b>Tendering &amp; contracting (AAPs and OPs)</b>	MA, IBFM, IBPM	MA*/IBFM
<b>H</b>	<b>Selection of operations and Grants award (CBCPs)</b>	CBC MA, IBFM	CBC MA*/IBFM
<b>I</b>	<b>Financial management</b>	AB, IBFM, MA	AB
<b>J</b>	<b>Accounting (for AB)</b>	AB	AB
<b>J</b>	<b>Accounting (for IBFM)</b>	IBFM	IBFM
<b>K</b>	<b>Irregularity Management</b>	all IPA III Bodies	NAO SO
<b>L</b>	<b>Information security</b>	all IPA III Bodies	NAO SO
<b>M</b>	<b>Contract management (AAPs and OPs)</b>	MA, IBFM, IBPMs	MA*/IBFM
<b>M</b>	<b>Contract management (CBCPs)</b>	CBC MA, IBFM	CBC MA*/IBFM
<b>N</b>	<b>Monitoring (AAPs and OPs)</b>	NIPAC TS, MA, NAO SO, AB, IBFM, IBPM	NIPAC TS
<b>N</b>	<b>Monitoring (CBCPs)</b>	CBC MA, NAO SO, AB, IBFM	CBC MA
<b>O</b>	<b>Evaluation (AAPs and OPs)</b>	NIPAC TS, MA, NAO SO, AB, IBFM, IBPM	NIPAC TS
<b>O</b>	<b>Evaluation (CBCPs)</b>	CBC MA, NAO SO, AB, IBFM	CBC MA

\* MA is mentioned as a responsible body in its supervisory capacity ensuring that the intermediate bodies have established appropriate procedures in relation to the scope of their responsibilities

The assignment of two Senior Non-Key Experts as Senior Trainers on the IPA III procedures will be framed within the third project component. As part of the preparation of the national authorities of the Republic of Serbia responsible for the implementation of the EU Instrument for Pre-Accession (IPA III) in indirect management (IMBC) for the multiannual Operational Programmes 2024-2027, a 3-day Workshop shall introduce the above-mentioned Manual of Procedures.

This Workshop will be complementary to the 2-day workshop on the supervisory function of the Managing Authorities that is also organised under the Cohesion Policy Project.

## 2. Description of the Assignment

The selected Experts shall prepare and deliver a **3-Day Workshop on the IPA III Manual of Procedures primarily focusing on the role of the Managing Authority and the Intermediate Bodies for Policy Management of the Operational Programmes** including presentations, questions and answers and trainer-led exercises.

The MoP will be provided to the selected Trainer before the start of the assignment.

An indicative agenda for the workshop is attached to these Terms of Reference.

The selected trainers will:

- 1) Review and revise the attached draft agenda for the workshop with the Team Leader and the Senior Non-Key Expert on Planning, Programming and Administrative Capacity;
- 2) Prepare the training materials including PPT, exercises and exercise solutions, and submit them to the Team Leader at least 5 working days before the date scheduled for the workshop;
- 3) Deliver the workshop;
- 4) Prepare a short monthly report describing the work carried out and its results, and containing recommendations that can be given to the Beneficiary from the expert's point of view, including further training on the same topic and other recommendations deemed useful for the future effective and efficient organisation of system level verifications at Intermediate Bodies. The monthly report prepared by using the Project template is submitted to the Team Leader.

## 3. Profile of the Trainer on IPA III Internal Control Framework

### 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.

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

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

Starting/ending date: March 2024/April 2024.

Total number of working days: 5 for each expert.

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

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