



Terms of Reference for a Short-Term Assignment Junior Non-Key Expert – IPARD II implementation

1 PROJECT BACKGROUND

Project Title: *Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory Services)*
Project No.: EuropeAid /137763/IH/SER/RS
Contract No.: 48-00-00061/2015-28
Country: Republic of Serbia
Project Start Date: 22nd of August, 2017
Project Duration: 24 Months

Overall Objective:

- The **overall objective** of the project of which this contract is a part is to support the preparation of the Serbian Sector of Agriculture and Rural Development to implement the EU Common Agriculture Policy (CAP) in order to prepare the Republic of Serbia for EU accession.

Purpose:

- The **purpose** of the project of which this contract is a part is to strengthen the institutional capacities of competent authorities within the Serbian MAFWM order to implement the Rural Development component of the Instrument for Pre-accession Assistance (IPARD II).

Main Project Beneficiaries:

- Ministry of Agriculture, Forestry and Water Management

Target Project Beneficiaries

Managing Authority, IPARD Agency and Advisory Services

Project Components:

- Component 1: Building capacities of MA to implement IPARD II
- Component 2: Building capacities of the Advisory Service to implement IPARD II
- Component 3: Building capacities of DAP to implement IPARD II

Expected Results:

- *Result 1.1* Readiness of IPARD II Managing Authority with regard to procedures and all related documents of the accreditation package of measures 4, 5 and 7 ensured.
- *Result 1.2* Professional capacity of MA staff to adequately and effectively administer IPARD II with respect to their particular competencies made fully functional.
- *Result 1.3* Awareness on IPARD II in Serbia increased.
- *Result 2.1* Professional capacities of the relevant staff of Advisory Services to transfer IPARD II related knowledge in a sustainable manner to potential recipients and new employees strengthened.
- *Result 2.2* Legal basis for Advisory Services operations further developed in line with the IPARD II Program 2014-2020.



- *Result 3.1* Directorate for Agrarian Payment (DAP) staff's capacity to implement IPARD II measures 1, 3 and 7 strengthened.
- *Result 3.2* DAP prepared to implement IPARD II measures 4 and 5 in line with EU requirements.
- *Result 3.3* Rural Development IT solution for the implementation of IPARD II programme created.
- *Result 3.4* Capacity of Technical bodies to conduct control of national minimum standards for IPARD II measures 1, 3 and 7 and EU standards in respective areas upgraded as well as capacity of relevant DAP staff to conduct on the spot controls on IPARD II measures 4 and 5.

2 DESCRIPTION OF THE ASSIGNMENT

2.1 Content of the assignment

Assistance to the relevant DAP staff in assessing of the internal control framework on the implementation of IPARD II measures 1 and 3 and updating the procedures on implementation of IPARD II measures 1, 3 and 7.

2.2 Expert category

Junior Non-Key Short-term expert.

2.3 Required services

The Junior Non-Key Expert for IPARD II implementation will be involved in tasks and activity that deal with work to be implemented under Component 3 (*Building capacities of DAP to implement IPARD II*).

The Junior NKE is expected to provide the following services:

Activity 3.1.1: Assessing of the internal control framework requirements on the implementation of IPARD II measures 1 and 3 in the form of on-the job trainings and updating procedures on IPARD II measure 7

- a) To draft templates and other documents for report on analysis of the results under the first call for applications on the base of SNKE instruction and guideline
- b) To update relevant written procedures and supporting documents for implementation of IPARD II measure 1 and 3 on the base of SNKE recommendations
- c) To update the existing internal written procedures and supporting documents on implementation of IPARD II measure 7 on the base of SNKE recommendations



2.4 List of Activity, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
3.1.1	Assessing of the internal control framework requirements on the implementation of IPARD II measures 1 and 3 in the form of on-the-job trainings and updating procedures on IPARD II measure 7	25	<ul style="list-style-type: none"> • Templates and other documents for Report on analysis of the results under the first call for applications prepared • Relevant Manuals and supporting documents updated and approved
	Total Working Days	25	

2.5 Target groups

The main target groups are DAP staff from Department for implementing International assistance, Department for payments approval, Unit for reference price database, Sector for on the spot checks, Internal Audit Group, Risk Officer and Irregularity Officer.

3 LOGISTICS AND TIMING

3.1 Location

The project office in Belgrade, Serbia will be the operational base of this assignment.

3.2 Commencement date & period of execution

3.2.1 Total working days

25 working days (WDs) have been planned for this assignment.

3.2.2 Period of the assignment

April 2018 – December 2018

The Junior NKE shall work in parallel to the largest extent possible with the Senior NKE contracted under this activity. Details regarding the most relevant timing of experts' missions shall be agreed at a later stage.

3.2.3 Starting day

It is expected that the work will be performed from April 2018 onwards. However, exact starting date will be agreed at the later stage.



3.3 Working language

English.

4 REQUIREMENTS

4.1 Expert profile

The assignment will be carried out by a Junior Non-Key Expert for IPARD II implementation. The Expert will be expected to meet the following requirements:

4.1.1. Qualification and skills (10 points)

- A bachelor degree in economics, law, agricultural sciences or other related field (where the bachelor degree has been awarded on completion of minimum 3 years of study in a university or equivalent institution).
- Fluency in written and spoken English; A knowledge of Serbian language will be an advantage;
- Computer literacy (MS Office application);
- Good communication and reporting skills;

4.1.2. General professional experience (40 points)

- At least 5 years of relevant professional experience, acquired in the EU Member States, Candidate and Potential Candidate countries;

4.1.3. Specific professional experience (50 points)

- At least 3 years of professional experience in supporting the IPA Beneficiary institutions in the preparation for the implementation of IPA funds in the EU Member States, Candidate or Potential Candidate countries;
- Practical experience in similar EU funded projects in EU Member States, Candidate and Potential Candidate countries will be an advantage.

5 REPORTS

5.1 Reporting requirements

The Expert will provide the following reports:

- *Brief Mission Reports* with description of activity, tasks and outputs provided during the mission under this assignment,
- *Final Mission Report*, with description of all activity, tasks and outputs provided by the expert in the context of this assignment.

The report templates to be followed by the Expert will be provided by the project office.

The Expert shall work under the guidance and follow the instructions of the Key Expert 2 and the project Team Leader. The Expert shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.



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The expert's inputs to these reports will largely be related to work implemented under Component 3, and relevant actions outlined in these Terms of Reference.

5.2 Submission of the Reports

Mission reports shall be submitted by the Expert within 5 working days from the end of each mission to the Key Expert 2 with a copy to the project Team Leader and Consortium Project Manager for review and comments.

The final version of the mission reports prepared in the relevant quality shall be submitted to the Key Expert 2 for review, comments and final approval. The reports shall be signed by the Expert and Key Expert 2 responsible for endorsing the report.

The reports and all prepared documents shall be submitted in hard copy and electronic version to the Consortium Project Manager and project Team Leader.

6 APPLICATIONS

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to the following e-mail address: recruitment@imorgon.org not later than 17:00 hrs, on 15th of April 2018 Titled „**Application for the position – Junior Non-Key Expert for IPARD II implementation**“.

Only candidates with a correct CV will receive a confirmation on receipt of their application. Reference must be available on request. Only short-listed candidates will be contacted. All applications will be considered strictly confidential.

The Project is an equal opportunity employer that encourages applications from women and minorities.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference