



The European Union's

Project „Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory services)



## **Terms of Reference for a Short-Term Assignment** **Senior 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: 22<sup>nd</sup> 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 in 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**

- IPARD Agency and Technical Bodies (MAFWM: Veterinary Directorate, Agricultural Inspection; Ministry of Environmental Protection: Sector for Environmental Protection Inspection; Ministry of Labor, Employment and Social Issues: Labor Inspection)

#### **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 upgraded.

## **2 DESCRIPTION OF THE ASSIGNMENT**

### **2.1 Content of the assignment**

Assistance to the relevant DAP staff in assessing of the internal control framework requirements on the implementation of IPARD II measures, update and draft supporting documents and provide case simulation trainings to the staff from the Technical bodies and DAP.

### **2.2 Expert category**

Senior Non-Key Short-term Expert.

### **2.3 Required services**

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

The Senior 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 support the DAP staff from Sector for on the spot check to analyse of the internal written procedures and supporting documents on implementation of IPARD II measures 1 and 3 in the form of on the job trainings as follows:
  - Internal structure and rules;
  - Relevant Manuals of procedures related to on the spot checks and ex posts checks including supporting documents (check lists, instructions....);



- b) To check compliance and to analyse the results under the first call including certificates from Technical bodies and other relevant issues related to the internal control framework requirements.
- c) To support the DAP staff from Sector for on the spot check to adjust relevant internal written procedures and supporting documents for implementation of IPARD II measure 1 and 3 on the base of results from analyses
- d) On-going check of controllability and verifiability related to the risks and errors identified on implementation of IPARD II measures 1 and 3 after the first call for application including results of on the spot checks and risks and errors during the process.
- e) To update the existing written procedures and supporting documents on implementation of IPARD II measure 7 including manuals of procedures related to on the spot checks and ex posts checks
- f) To draft and finalize the Training reports together with the related statistics on attendance and achievement of the training objectives and ensure that training sessions are registered (attendance sheets), evaluated (mandatory tests) and documented.

**Activity 3.4.1 Delivering at least 3 one-day case simulation trainings (one training per measure) for at least 99 staff from relevant institution on the controls of national and EU minimum standards for IPARD II measures 1, 3 and 7 by simulating on the spot checks**

- a) To draft Training programs related to the case simulation trainings (one training per measure) on the controls of minimum national and EU standards under the IPARD II programme (measure 1, 3 and 7) including following sections:
  - Training topics – Eligibility criteria, potential beneficiaries, selected measures; List of eligible expenditure; Check list of documents from Rulebooks (or call for proposals) for measures 1, 3 and 7; Check lists from Technical Bodies
  - Training methods – simulating on the spot checks conducted at the chosen location.
  - Training profiles for staff (audience to train): at least 99 staff from relevant institutions (34 from DAP: at least 4 from Internal Audit and 30 from Sector for on the spot check; 65 from Technical bodies: at least 25 persons from MAFWM from which: 20 persons from Veterinary Directorate and 5 persons from Agricultural Inspection; at least 20 persons from Ministry of Environmental protection from which: 5 from the Sector for planning and management in Environmental Protection and 15 from the Sector for Environmental Protection Inspection; at least 10 persons from Ministry of Labour, Employment and Social Issues: Labor Inspectorate and at least 10 persons from Ministry of Trade and Tourism – Tourism Inspection
  - Training timetable
- b) To draft training agendas and training materials linked with the Training programs related to the case simulation trainings under the IPARD II measures 1, 3 and 7
- c) To present and discuss the draft Training programs, training Agendas and training materials with the DAP on the spot check staff and based on feedback received to finalize the draft documents



- d) To draft and finalize the Training reports together with the related statistics on attendance and achievement of the training objectives and ensure that training sessions are registered (attendance sheets), evaluated (mandatory tests) and documented.

***Activity 3.4.3 Updating relevant checklists and report templates necessary for the TB controls of national and EU minimum standards for IPARD II measures 1, 3 and 7 and drafting relevant documents for on the spot checks on IPARD II measures 4 and 5.***

- a) To assess the national legislation and existing checklists in relation to the compliance under different measures and discuss these topics with relevant representatives of the Technical bodies.
- b) To draft and update the checklists of the Technical bodies and DAP Sector for control on the spot for the minimum national and EU standards that incorporated in the national legislation and control documents (checklists, instructions), as well as those which are not fully compliant with EU for the measures 1, 3, 4, 5 and 7.

**2.4 List of Activities, Planning of Working Days and Outputs**

No.	Tasks	Working days	Outputs
A3.1.1	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	3	<ul style="list-style-type: none"> <li>• Training programme implemented and evaluated (mandatory test for trainees conducted)</li> <li>• Report on analysis of the internal written procedures prepared</li> <li>• Report on analysis of the results under the first call for applications prepared</li> <li>• Relevant Manuals and supporting documents updated</li> </ul>
A3.4.1	Delivering at least 3 one-day case simulation trainings for relevant staff in DAP and TBs (measure 1, 3 and 7)	5	<ul style="list-style-type: none"> <li>• Training programs submitted and approved (including training materials)</li> <li>• Training programs implemented and evaluated</li> </ul>
A3.4.3	Updating the relevant checklists and report templates necessary for the TBs controls of minimum national and EU standards on measures 1, 3 and 7 and preparing check lists for on the spot checks on IPARD II measures 4 and 5	4	<ul style="list-style-type: none"> <li>• Check lists for IPARD II measure 1, 3 and 7 updated</li> <li>• Draft check lists for IPARD II measures 4 and 5 prepared</li> </ul>
	<b>Total Working Days</b>	<b>12</b>	



## **2.5 Target groups**

The main target groups are staff from Technical bodies, DAP staff from the Sector for on the spot check, Internal Audit Group and Department for Implementation of International Assistance and Department for Payment Approval.

## **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**

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

#### **3.2.2 Period of the assignment**

The period of assignment is planned as follows:

- Activity 3.1.1 April 2018 – December 2018
- Activity 3.4.1 April 2018 – September 2018
- Activity 3.4.3 April 2018 – June 2019

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 Senior Non-Key Expert – IPARD II implementation expert. The Expert will be expected to meet the following requirements:

#### **4.1.1. Qualification and skills (10 points)**



- A bachelor degree in management, economics, public relations, 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).
- A Master/PhD in above mentioned disciplines will be an advantage;
- 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
- Good training skills

#### 4.1.2. General professional experience (40 points)

- At least 7 years of postgraduate professional experience in the fields of agriculture and rural development, acquired in the EU Member States, Candidate and Potential Candidate countries;

#### 4.1.3. Specific professional experience (50 points)

- At least 5 years of professional experience in on the spot checks of IPARD/EU rural development measures in the EU Member States, Candidate and 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 Expert may also support on an ad hoc basis the drafting of official project reports (Interim and Final) in coordination with the Consortium Project Manager, Team Leader, Key Expert 2 and Non-Key Experts (as applicable).

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.

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](mailto:recruitment@imorgon.org) not later than 17:00 hrs, on 15<sup>th</sup> of April 2018 Titled „**Application for the position – Senior Non-Key Expert – IPARD II implementation expert**“.

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