



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: 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 in the form of on-the job trainings and drafting written recommendations for update of the procedures on IPARD II measure 7.

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 activity 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 responsible for approval of projects, payment request and reference prices 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 the administrative checks including supporting documents (application forms, check lists, business plans, reference price database, decisions, payment requests, list of documents attached to the application forms and payment requests...).
- b) To check compliance and to analyse the results under the first call including problems in processing of applications and payment claims, supporting documents, business plan



verification and reference price database functions as well as offers and other relevant issues related to the internal control framework requirements.

- c) To draft written recommendations to DAP staff responsible for approval of projects, payment request and reference prices 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 the administrative verifications
 - Eligibility and selection criteria
 - Results of on the spot checks
 - Risks and errors during the process
- e) To draft detailed recommendations on update of the existing written procedures and supporting documents on implementation of IPARD II measure 7 including manuals of procedures related to approval of projects and payment request as well as reference prices.
- 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.

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	12	<ul style="list-style-type: none"> • Training programme implemented and evaluated (mandatory test for trainees conducted) • Report on analysis of the internal written procedures prepared and approved • Report on analysis of the results under the first call for applications prepared and approved • Written recommendations prepared and approved
	Total Working Days	12	

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

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

3.2.2 Period of the assignment

April 2018 – December 2018

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 for Rural Development. The Expert will be expected to meet the following requirements:

4.1.1. Qualification and skills (10 points)

- A bachelor degree in economics, 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 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 drafting procedures, business plans and implementing IPARD/EU Rural Development measures related to the investments and technical assistance 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 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 not later than 17:00 hrs, on 15th 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