**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 19**

Senior Non-key expert on Project Component I issues - upgrading the administrative capacity of IPARD Agency to implement IPARD II by providing expert legal support to Managing Authority (MA) regarding harmonization of national legislation and legislative framework for IPARD III programme.

1. **Project Background**

The overall objective of the project is as follows:

Support to the preparation of the Serbian Sector of Agriculture and Rural Development to implement the EU Common Agricultural Policy (CAP) in order to prepare the Republic of Serbia for EU accession.

The purpose of the project 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).

Under **Component I Building capacities of MA to implement IPARD III**, results to be achieved are:

**Result 1.1** Managing Authority prepared with regard to procedures and all related documents for rollover process of IPARD II entrusted measures (M1, M3, M7 and M9) for IPARD III Programme as well as for the entrustment of IPARD III measures 4 and 5;

**Result 1.2** Professional capacity of MA staff to adequately and effectively switch from IPARD II to IPARD III Programme as well as to administer IPARD III Programme with respect to their particular competencies made fully functional.

Under Component II, this project supports the Directorate of Agrarian Payments (DAP) in strengthening its administrative capacity to implement IPARD II and prepare for the implementation of IPARD III Programme.

In general, the project will have two-fold approach: (1) provide support to the preparation of rules of procedures and all related documents for the entrustment of budget implementation tasks, (2) deliver training for the relevant staff to effectively administer IPARD II and IPARD III measures.

**2. Reference document**

Terms of Reference of the Project: NEAR/BEG/2021/EA-RP/0023, Support to IPARD Operating Structure (Managing Authority, IPARD Agency).

**3. Terms of Reference Relevance**

This mission will be carried out in the framework of the project activities as described in the Terms of Reference, Project Proposal and Project work plan. The assignment will contribute to the achievement of Component 1 by providing expertise and supporting beneficiary institutions to strengthen their institutional capacity to administer and implement IPARD measures.

**4. Assignment objective(s)**

In this regard the project needs the expert’s support to the following Project activities:

**Activity 1.1.1** Support the MA in the preparation of procedures and all related documents for rollover of entrustment budget implementation tasks of IPARD II measures (M1, M3, M7 and M9) to IPARD III Programme. Support includes the review of current rules and regulations in IPARD context, review of existing procedures and preparation of package of procedures for rollover process through permanent communication with relevant MA and state administration staff.

**Activity 1.1.2** Support the MA in the preparation of procedures and all related documents for the entrustment of IPARD III measures 4 and 5.

**Activity 1.2.1** Delivering four 5-days trainings per each measure (one training foreseen per each measure : M1, M3, M7 and M9, four training in total) for at least 15 MA and other relevant state administration staff to adequately and effectively rollover of entrustment from IPARD II to IPARD III Programme, in the premises of the Beneficiary in Belgrade. This activity continues after Activity 1.1.1 and includes the presentation of current rules and regulations in IPARD context, review of existing procedures and prepared package of procedures for rollover process for MA.

**5. Main Tasks/Activities**

The senior NKE on Project Component 1 issues will support the project team in:

* Delivering 5 days on-the job training for implementation of the current PRAG rules under Technical assistance measure;
* Review of prepared rules and procedures under Technical assistance measure for compliance with the updated PRAG rules and providing recommendations for improvement;
* Support to the relevant DAP staff for processing and assessment of applications for support, payments requests and on-the spot control in line with the updated PRAG rules;
* Delivering training to beneficiary staff supporting them in adequate and effective rollover of entrustment from IPARD II to IPARD III Programme.

6. **Related Outputs**

Under supervision of the project KE 2 and TL in this field the Senior NKE on Project Component 2 issues shall produce the following deliverables:

* Analysis of EU and national legal framework, as well as other documents relevant for IPARD III;
* Support in the identification of potential areas for further improvement of the national legislative framework for the management of IPARD III programme;
* Provide recommendations regarding the alignment of national legislative framework relevant for IPARD with requirements for IPA III;
* Support to drafting the changes in national legal acts (hands-on support and comments on drafted changes in the legal acts)

The timeframe set in the project work plan must be observed in providing this on-the-job support.

**7. Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, from February 2022 to 10th March 2023, up to 5 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver monthly reports in the English language on the last workday of the month she/he worked, with attached all written deliverables and submitted to the TL and KE 2. The report will be attached to the expert’s draft timesheet.

9. **Expert profile**

Qualifications and skills:

* University degree academic level in the field of Law or Economy or other related subjects;
* Good command of English written and spoken;
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet);
* Excellent communication and presentation skills;
* Analytical experience and skills;
* Excellent reporting skills;
* Ability to work in a team

General professional experience

* Minimum 7 years of general postgraduate professional experience in the field of EU-funded programmes, acquired in the EU Member States or candidate countries. More years of experience will be considered as an asset.

Specific professional experience

* 7 years of postgraduate professional experience in drafting legal documents, analysis and recommendations
* Experience in Proposing legislative solutions concerning national legal framework under IPA framework for agriculture and rural development policy area;
* Previous experience in similar assignment will be considered as an asset;
* Experience in delivering training

10. Evaluation of work

The expert’s performance will be assessed by the project TL, KE 2 and the Beneficiary’s representative.

11. Applications

Application letter and EU format CV, both in English, must be submitted by e-mail to [projects@evoluxer.com](mailto:projects@evoluxer.com) and [ivana.jelic@evoluxerprojects.com](mailto:ivana.jelic@evoluxerprojects.com) no later than 06th February 2023, titled: “Application for the position – Senior Non-key expert on Project Component 1 issues – Legal expert

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

All applications will be considered strictly confidential.

Advertised posts are not available to civil servants or other officials of the public administration in the beneficiary country, Republic of Serbia.

