**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 15**

Junior Non-key expert on Project Component II issues - **Building capacities of DAP to implement IPARD II and prepare for implementation of IPARD III** by providing support to the DAP in the preparation of procedures, checklists and documents related to the implementation of IPARD III measure 5 and delivering trainings regarding the implementation of IPARD III measure 5 in order to obtain knowledge and best practices with regard to the implementation of the LEADER approach.

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 II, this project supports the Directorate for Agrarian Payments in straightening its administrative capacity for the implementation of IPARD III Programme.

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

Under **Component II Building capacities of DAP to implement IPARD II and prepare for implementation of IPARD III**, results to be achieved are:

**Result 2.1** Capacity of relevant DAP staff to conduct on the spot control on IPARD III measures strengthened;

**Result 2.2** DAP staff 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 2.3** IT audit of the Internal Control System of the computerized processing of applications for IPARD measures performed in line with the International Organisation 27002: Code of practice for Information Security controls (ISO) or equivalent / preparation for e accreditation;

**Result 2.4** IPARD Agency supported in updating the written procedures (on the base of IT audit report and harmonization with procedures of all IPARD structure) and assistance provided in the preparation for e-accreditation of IPARD III;

**Result 2.5** Technical specification for the upgrade of RD IT solution for the implementation of IPARD programme.

**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 II by providing expertise and supporting the beneficiary institution to strengthen its institutional capacity to administer and implement IPARD III measures.

**4. Assignment objective(s)**

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

**Activity 2.2.2** Drafting the written procedures for the implementation of IPARD III measure 5 in line with EU requirements.

**Activity 2.2.3** Delivering three 5-days on-the-job trainings (in the premises of the DAP) for relevant staff of DAP on the implementation of IPARD III measures 4 and 5 related to the approval of applications and payment requests.

**Activity 2.2.4** Delivering two 2 days on field case simulation training for relevant DAP and MA staff on the work process of IPARD III measures 4 and 5 (including transportation, preparation of necessary training materials in Serbian language in electronic and hard copy and refreshments).

**Activity 2.1.1** Delivering two 4 days case simulation training for relevant DAP staff on the implementation of IPARD III measures 4 and 5 in the premises of DAP and two one day simulation training in the field related to on the spot control regarding the IPARD III measure 4 and 5 (including transportation, preparation of necessary training materials in Serbian language in electronic and hard copy and refreshments).

**Activity 2.1.2** Delivering two 3-days on-the-job trainings (in the premises of the DAP) for relevant staff of DAP on the implementation of IPARD III measures 4 and 5 related to on the spot control.

**Activity 2.1.3** Drafting the relevant documents for control on the spot on IPARD III measure 4 and measure 5.

**5. Main Tasks/Activities**

The junior NKE on Project Component II issues will support the project team in:

* Review of the legal framework for implementation of measure M5, as well as the existing procedures and check lists of the DAP for the approval of applications under the implemented IPARD II measures;
* Drafting written procedure for the implementation (processing of applications for support and payment claims) of measure 5 in line with EU requirements related to the administrative checks including supporting documents (application forms, check lists, decisions, payment requests, list of documents attached to the application forms and payment requests);
* Drafting the relevant DAP’s documents for control on the spot on IPARD III measure 5;
* Participation in the organization and preparation of training documents and delivering of two 5-days on-the-job trainings (in the premises of the DAP) for relevant staff of DAP on the implementation of IPARD III measure 5 related to the approval of applications and payment requests;
* Participation in the organization and preparation of training documents and delivering of one 2 days on field case simulation training for relevant DAP and MA staff on the work process of IPARD III measure 5;
* Participation in the organization and preparation of training documents and delivering of one 4 days case simulation training for relevant DAP staff on the implementation of IPARD III measure 5 in the premises of DAP and one 1 day simulation training in the field related to on the spot control regarding the IPARD III measure 5;
* Participation in the organization and preparation of training documents and delivering of one 3-days on-the-job trainings (in the premises of the DAP) for relevant staff of DAP on the implementation of IPARD III measure 5 related to on the spot control.

6. **Related Outputs**

Under supervision of the project Team Leader and Key expert 2 on Project Component II issues shall produce the following deliverables:

* Drafted written procedure, including check lists and other related documents for the implementation (processing of applications for support and payment claims) of measure 5, submitted to the DAP
* Drafted written procedure and check lists related to the execution of on-the-spot control in the implementation of IPARD III measure 5;
* Training materials prepared and trainings delivered on the implementation and on-the-spot control of IPARD III measure 5.

The timeframe set in the project work plan for the related activities must be observed in providing this support.

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

The assignment shall be implemented in Belgrade, Serbia, in the period September 2022 to December 2022 including, up to 33 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver a report in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the Team leader and to Key expert 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, 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 skills for writing legal documents
* Excellent communication skills
* Ability to work in a team

General professional experience

* Minimum 5 years of general postgraduate professional experience in the field of Law, Economy or EU funded Rural Development measure. More years of experience will be considered as an asset.

Specific professional experience

* 3 years of postgraduate professional experience in the preparation of legal documents and trainings related to support and development of EU funded Rural Development measures, acquired in the EU Member States, candidate or Potential Candidate countries;
* Previous experience in similar assignment will be considered as an asset.

10. **Evaluation of work**

The expert’s performance will be assessed by the project TL, KE2 and the Beneficiary’s representatives.

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 16.09.2022, titled: “Application for the position – JNKE\_LEADER expert DAP”

Junior Non-key expert on Project Component II issues - **Building capacities of MA to implement IPARD III** by providing support to the DAP in the preparation of procedures, checklists and documents related to the implementation of IPARD III measure 5 and delivering trainings regarding the implementation of IPARD III measure 5 in order to obtain knowledge and best practices with regard to the implementation of the LEADER approach

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, Serbia.

