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| **Non-Key Expert Terms of Reference** |
| Project Title: | **Strengthening the capacities of the national institutions in environmental sector for infrastructure project management** |
| Service Contract Number: | 48-00-20/2023-28 |
| Identification number:  | NEAR/BEG/2023/EA-RP/0169 |
| Contracting Authority: | Delegation of the European Union to the Republic of SerbiaMinistry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) |
| Key Beneficiary: | Ministry of Environmental Protection |
| **Vacancy:** | **Procurement expert** |
| Category: | Senior Non-Key ExpertCategory 2 |
| Duration of the assignment: | 65 days  |
| Period of the assignment: | Inputs will be provided over the period from September 2024 to April 2027. |
| Location: | Belgrade, Serbia.  |
| **Project Background and expected results**The overall objective of the project is to ensure the full absorption of available funds for environment projects and to ensure the preparation and implementation of procedures for project management, including procurement, monitoring and payment to contractors.**Specific Objectives of the Project are as follows:** **Outcome 1:** Staff from institutions involved in the management of EU funded environment projects is provided with the necessary advisory and mentoring services.**Output:** The contract shall provide technical support to the IPA units of the MEP and MAFWM as well as to end recipients of the projects (e.g. LSG and their PUCs, regional companies, PWMCs) to successfully perform their respective roles in indirect management of EU funded projects, regarding preparation and implementation of projects in the environmental protection sector.**Outcome 2:** Relevant staff from all institutions involved in the environment sector are capable of successful and efficient cooperation, preparation and implementation of investment projects financed under IPA funds**Output:** The development and delivery of specific training programmes for the staff in all relevant authorities to ensure the availability and capability of skills required for successful implementation of projects financed under IPA III and for projects envisaged for funding under the EU financial period after 2027 (i.e. Cohesion funds, if feasible)Provide technical assistance regarding the improvement of institutional framework and procedures related to project management, including procurement, monitoring and payment to contractors for IPA III funded projects and for projects envisaged for funding under the EU financial period after 2027 (i.e. Cohesion funds, if feasible).**Position: Procurement Expert – Senior Non-key Expert, Category 2****General Expert Activities:**The activities and duties to be executed by the Expert are as follows:**Outcome1:*** Activity 1.1 Review of technical and tender documentation from IPA portfolio in environment sector
* Activity 1.2 Technical assistance during the procurement process
* Activity 1.3 Strengthen capacity of staff from institutions involved in the management of environment projects

**Outcome 2:**Result 2: Relevant national and local institution staff dealing with management of investment projects in environment sectors is properly trained.* Activity 2.1 - Preparation of the training need assessment (TNA)
* Activity 2.2 - Development of the Training program and Training plan based on TNA
* Activity 2.3 - Delivery of (at least) 15 training modules each basic and advanced
* Activity 2.4 - Institutional analysis of procedures and institutional framework for the management of IPA III funds in environment and climate change sectors
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| **Expert Outputs:**The general activities and duties to be executed by the Procurement Expert will be as follows:* Review and Tender Dossiers for the infrastructure projects from environment sector in line with PRAG and FIDIC Conditions of Contract;
* Improvement of Volumes 1-5;
* Development of the Procurement strategy if needed;
* Provide support during tendering and evaluation process, responding to tenderers requests for clarifications and supporting the tender evaluation committee as a non-voting member;
* Visiting the manufacturers of the vehicles and the equipment in their premises to perform quality and quantity control. Preparation of the report from the visits;
* Visit to each site after the delivery of the goods, performing quality and quantity control. Preparation of report from the visits;
* Preparation and delivery of formal training sessions in accordance with the expert’s expertise.

Expert’s outputs shall be approved by the Team Leader. |
| **Expert Schedule:**The indicative schedule of inputs will be discussed and agreed with the project Key Experts. The schedule of inputs may be adapted during the project implementation depending on beneficiary requirements and expert’s performance. |
| **Reporting:**The expert will report primarily to the Team Leader, Key Expert 2 and Technical Team Manager. In no circumstances, the expert shall make any commitment to the Client, or other interested parties, that will have an impact on contract implementation or project budget. Should such a situation arise, the expert should immediately contact the Team Leader for guidance. |
| **Expert Profile:**Qualifications and skills: (25 points)* University degree in engineering;
* Professional level of English, both spoken and written.

General professional experience: (25 points)* Minimum 7 years of specific experience in the field of which the expert is mobilized;

Specific professional experience: (50 points)* Experience with preparation of at least 2 Tender Dossiers for Works or Services or Supply contracts for environmental projects in accordance with PRAG and FIDIC conditions of contract;
* Experience with preparation of at least 2 Tender Dossiers for Supply contracts;
* Knowledge of Serbian language is an asset.
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| **Applications:** CV in EU format in English needs to be submitted by e-mail to ivan.rankovic@lbadria.com no later than 13th September 2024, 16:00 hrs, titled: “Application for the position – Procurement Expert”.References must be available on request. Only short-listed candidates will be contacted and all applications will be considered strictly confidential. The Project is an equal opportunity employer. |