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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 Serbia  Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) |
| Key Beneficiary: | Ministry of Environmental Protection |
| **Vacancy:** | **Solid Waste Management Expert** |
| Category: | Senior Non-Key Expert  Category 2 |
| Duration of the assignment: | 30 days |
| Period of the assignment: | Inputs will be provided over the period from May 2025 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 Assignment**  **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: Solid Waste Management 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 2.2 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 | |
| **Expert Outputs:**   * Review, collect and analyze data related to RWMC Novi Sad; * Review, collect and analyze data related to transfer stations Vrbas and Bačka Palanka; * Review of quantities for equipment to be procured from supply contracts * Assist during the procurement process of specialized equipment and materials required for the supply contracts; * Assistance to Capacity building Coordinator regarding preparation of training plan and provide trainings to IPA units of MEP and MAFWM, public utility companies and other relevant stakeholders regarding waste management topic. * 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 Civil, Chemical Engineering, Environmental Engineering or related field; * 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)   * Proven track record in development of technical studies for sanitary landfills and transfer station projects. * Experience in local and regional waste management planning * Strong knowledge of environmental regulations and compliance requirements. * Experience in assisting to relevant ministries regarding environmental protection * Experienced in training delivery * Acknowledgment of legislation in the Republic of Serbia and knowledge of Serbian language will be considered as advantage | |
| **Applications:**  CV in EU format in English needs to be submitted by e-mail to [ivan.rankovic@lbadria.com](mailto:ivan.rankovic@lbadria.com) no later than 24th April 2025, 16:00 hrs, titled: “Application for the position – Solid Waste Management 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. | |