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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:** | **IPA III Procedures Expert**  |
| Category: | Senior Non-Key ExpertCategory 1 |
| Duration of the assignment: | 110 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: IPA III Procedures – Senior Non-key Expert, Category 1****General Experts Tasks:**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:*** Project-related data collection and review
* Analysis of IPA II and IPA III Manual of Procedures with GAP analysis
* Proposal for modification of IPA III Manual of Procedures for the IPA units within MEP and MAFWM for IPA II and IPA III
* Mapping and analysis of IPA procedures and roles of relevant bodies
* Preparation of the recommendations for the improvement of procedures for the management of IPA III projects in the environmental sector
* Input in the Report with recommendations for the improvement of procedures and institutional framework for the management of IPA III projects and improvement of working processes related to the environment sector
* Preparation and delivery of training and on-the-job support related to IPA III
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| **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 experts will report primarily to the Team Leader and Key Expert 2. 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 Economy, Organizational Science or other relevant field
* Professional level of English, both spoken and written
* Computer literacy MS Office applications.

General professional experience: (25 points)* Minimum 10 years of specific experience in the field in which the expert is mobilized.

Specific professional experience: (50 points)* International experience in supporting national authorities to establish the management and control system for IPA III indirect management
* Experience in preparation of IPA III Manual of Procedures
* Experience in providing advisory services to IBPMs
* 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 – IPA III Procedures 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. |