**Support to IPA Programming, Training and Project Preparation – Project Preparation Facility 7 (PPF 7)**

**TERMS OF REFERENCE**

**Title of Activity: Senior Non-Key Expert for Project Preparation**

|  |  |
| --- | --- |
| Budget Line Contract: | **Senior Non-Key Expert – Road/Landscaping Expert** |
| Indicative Mission Dates | February - May 2022 |
| Max. Planned man days: | Up to 35 WDs |
| Activity: | Preparation of technical documentation for the relevant infrastructure projects that will be funded through IPAfunds |
| Place of Performance: | Serbia |

# **CONTRACT OBJECTIVES & EXPECTED RESULTS**

**1.1 Background to the Assignment**

PPF’s main goal is to support and reinforce the capacities of the Serbian administration in the planning, programming and implementation of the EU funds. PPF 7’s overall objective is to is to assist the Serbian administration to effectively manage EU integration and pre-accession assistance in order to speed up preparations for EU membership through supporting the planning and preparation of a strategic and policy framework for pre-accession/accession assistance and the development of mature projects with a full set of project documentation in accordance with EU procedures for Programming and Procurement Rules. More precisely PPF7 is providing Technical Assistance to the Ministry of European Integration (MEI) and relevant sector line ministries, agencies and other stakeholders for the programming of IPA funds, building capacity for the administration of the Funds, and supporting the development of two robust and relevant investment projects.

In April 2020, the EC has asked the national authorities to start the programming of IPA III, and more precisely, programming of IPA 2021 and 2022. Negotiations on the new legal framework for IPA III among EU institutions are ongoing. Both the Council and the European Parliament have adopted a negotiating mandate. The preparations in different sectors started by using the EC’s Action Fiche template that were subsequently submitted to the EC for the EC to carry out a ‘policy relevance assessment’ on all Action Fiches submitted. This will result in a list of actions that should be developed in draft Action Documents.

**1.2 Purpose**

The purpose of this expert assignment is to strengthen technical and administrative capacity of the Serbian administration in relation to the European Integration process and enhance effective and efficient management and absorption of EU pre-accession funds, with the special emphasis on development and preparation of energy and environment infrastructure projects.

**1.3 Outputs to be achieved by the Consultant**

The Expert will be responsible for the preparation of the following main deliverables:

* Methodologies for implementation of sub-projects;
* Requests for quotation for site surveys and investigations;
* Data collection reports;
* Preparation of technical documentation (Design/Tender documentation);
* Provision of training for beneficiary experts;
* Preparation of stand-alone reports in addition to their contributions to other documents.

# **SCOPE OF THE WORK**

**2.1 General**

The expert, under the guidance of the project Team Leader, the Ministry of European Integration of Serbia and Ministry of Environmental Protection, will be responsible for providing parts of project documentation documentation in accordance with the relevant legislation of the Republic of Serbia and EU norms and standards (e.g., project designs, tender documentation, etc.).

The general activities will be related to the sub-projects Sokobanja Wastewater Collection and Treatment and Sokobanja Regional Water Supply System;

* Project related data collection and review;
* Screening of previously developed spatial planning and technical documentation;
* Preparation of the requirements for site surveys and investigation works, monitoring and coordination of these activities;
* Preparation of parts of project documentation related to their expertise (e.g., project designs, feasibility studies, EIAs, CBAs, etc.;
* Preparation of parts of Tender documentation related to their expertise;

**2.2 Specific Activities**

**The expert will perform the following activities:**

**Result 1:** Priority Investment Projects in energy and environmental sectors   
prepared for implementation

Activity 1.1 Preparation of the sub-project Methodologies

Activity 1.2 Realization of the surveys/site investigations at the locations identified as optional for implementation of selected projects

Activity 1.3 Preparation of selected projects documentation including preliminary assessment work, pre-feasibility studies, feasibility studies, cost–benefit analyses, funding gap calculations, environment impact assessment studies, general project designs, the preliminary project designs, and the main project designs, as well as tender documentation when deemed justified

**Result 2:** Relevant national and local institution staff dealing with preparation of technical documentation in energy and environment sectors is properly trained.

Activity 2.1 Assessment of technical basis/knowledge concerning the preparation and implementation of infrastructure projects in environment and energy sectors

Activity 2.2 Identification and development of new concepts of capacity building for infrastructure project preparation

Activity 2.3 Defining the tailor-made capacity building program addressing critical findings from the assessment

Activity 2.4 Delivery of specialised trainings following the capacity building programme

Activity 2.5 Organizing and delivery of 10 one-day trainings concerning Methodology for selection and prioritization

Activity 2.6 Design of the training evaluation system to monitor and assess capacity building performances in structured manner

**2.3 Target group**

The direct beneficiaries of the project are the Government of the Republic of Serbia, Ministry of European Integration, Ministry of Environmental Protection, Municipality of Sokobanja which will be the key stakeholder in the implementation of project tasks as well as the relevant institutions in the sector.

# **LOGISTICS AND TIMING**

**3.1 Location**

The operational base for the project is Belgrade, however there may be a requirement to travel to selected municipalities throughout Serbia.

**3.2 Commencement date & period of execution**

The consultant will perform the tasks in period February - May 2022. At this stage up to 35 Senior Non-Key Expert days are allocated to these set of activities. Should they not be required in full for the tasks listed at this stage tasks can be added or indeed days can be re-allocated per administrative order.

# **REQUIREMENTS**

**4.1 Personnel**

The **Senior NK Expert** will be expected to meet the following requirements:

Qualifications and skills

* University degree in Civil Engineering;
* Professional level of English, both spoken and written;
* Computer literacy (Auto-Cad design and MS Office applications);

1. General professional experience

* Minimum 10 years of general working experience;
* Minimum 7 years of working experience in the field of expertise for which the expert is mobilized;

Specific professional experience

* Experience in project planning, development and assessment with specific references in road and/or landscaping design;
* Previous experience in PPF is an asset;
* Knowledge of Serbian language is an asset;

# **REPORTS**

**5.1 Reporting requirements**

On a monthly basis, the **Senior NKE** will provide the Technical Assistance Team Leader with the following:

1. Mission reports with attached outputs for the current month
2. Signed timesheet

By request of the Team Leader inputs for the Progress Reports and briefing papers will need to be prepared.

Please submit your applications in the form of a CV and short cover letter at the latest by February 7th, 2022 at 23:59, to [cweltzien@ppf.rs](mailto:cweltzien@ppf.rs) and cc to: [mdijan@ppf.rs](mailto:mdijan@ppf.rs). Only short-listed candidates will be contacted.