**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 10**

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 execution of on-the-spot control in **Fishery sector** for entrustment of budget implementation tasks of IPARD III investment measures 1 and 3 to adequately and effectively rollover of entrustment from IPARD II to IPARD III Programme.

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 activity:

**Activity 2.2.0** Support the DAP in the preparation of procedures and all related documents for rollover of entrustment of budget implementation tasks of IPARD II measures (M1, M3, M7 and M9) to IPARD III Programme. Support includes the review of current rules and regulations in IPARD context, review of DAP’s existing procedures for the execution of on-the-spot control for projects under measures 1 and 3 and development of special texts, controls and checks in the package of procedures for rollover process related to the on-the-spot control for applications in the newly introduced Fishery sector through permanent communication with relevant DAP and state administration staff.

**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 measures M1 and M3, as well as the existing procedures and check lists of the DAP for execution of on-the-spot control;
* Drafting specific parts of the DAP’s procedures for execution of on-the-spot control, including all documents (templates, checklists, other working documents) in line with the new legislative requirements related to the Fishery sector for measures 1 and 3;
* Preparation of training documents and delivering at least half a day of training on the specific control on site in the Fishery sector under measures 1 and 3.

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 specific parts of the DAP’s procedures and all required documents related to on-the-spot control in Fishery sector for M1 and M3, submitted to the DAP
* Training material prepared and training delivered on support and control for on-the-spot control in Fishery sector under investment measures 1 and 3

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 August 2022 to September 2022 including, up to 3 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, Agricultural or Aquaculture/Fishery sciences 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 aquaculture/fishery science and/or rural development measures. More years of experience will be considered as an asset.

Specific professional experience

* 3 years of postgraduate professional experience in the preparation of strategic documents, sectoral analyses, agricultural planning and policy development including support and development of Fishery sector, acquired in the EU Member States, candidate or Potential Candidate countries.
* Knowledge of the legislative framework and experience in development of fishery sector in the Beneficiary country will be considered as an asset.
* Experience in delivering trainings will be considered as an asset;
* Previous similar assignments (e.g. collaboration with international organizations and IPARD national body) 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 11.08.2022, titled: “Application for the position – JNKE OTSC Fishery Expert”

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 execution of on-the-spot control in **Fishery sector** for entrustment of budget implementation tasks of IPARD III investment measures 1 and 3 and delivering training on on-the-spot control in the Fishery sector to adequately and effectively rollover of entrustment from IPARD II to IPARD III Programme

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. 