**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 1**

Senior Non-key expert on Project Component II issues - upgrading the administrative capacity of IPARD Agency to implement IPARD II by providing trainings for the DAP staff on the implementation of Technical assistance measure with special emphasis on PRAG rules.

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 of agrarian payments (DAP) in straightening its administrative capacity to implement IPARD II and prepare for 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** RD IT solution for the implementation of IPARD programme upgraded.

**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 2 by providing expertise and supporting beneficiary institution to strengthen its institutional capacity to administer and implement IPARD measures.

**4. Assignment objective(s)**

In this regard the project needs the expert’s support to the following Project activity:

**On the job support for the implementation of measure 9:** Delivering 5 days on the job trainings for relevant DAP staff – 3 employees on the implementation of Technical assistance measure with special emphasis on PRAG rules

**5. Main Tasks/Activities**

The senior NKE on Project Component 2 issues will support the project team in:

* Delivering 5 days on-the job training for implementation of the current PRAG rules under Technical assistance measure;
* Review of prepared rules and procedures under Technical assistance measure for compliance with the updated PRAG rules and providing recommendations for improvement;
* Support to the relevant DAP staff for processing and assessment of applications for support, payments requests and on-the spot control in line with the updated PRAG rules;

6. **Related Outputs**

Under supervision of the project KE 2 and TL in this field the Senior NKE on Project Component 2 issues shall produce the following deliverables:

* The relevant DAP staff trained and prepared to process applications for support and payment requests as regards the PRAG rules;
* At least two projectsfully processed and assessed in compliance with the PRAG rules according to the rules of procedures under Technical assistance measure
* Checklists for verification of compliance with the PRAG rules fulfilled; relevant statements and comments for discrepancies ( if any) drafted

The timeframe set in the project work plan must be observed in providing this on-the job support.

**7. Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, in the period March 2022 to April 2022, up to 7 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables and submitted to the TL and KE 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 or Economy 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 communication and presentation skills;
* Analytical experience and skills;
* Excellent reporting skills;
* Ability to work in a team

General professional experience

* Minimum 7 years of general postgraduate professional experience in the field of EU funded programmes, acquired in the EU Member States or candidate countries. More years of experience will be considered as an asset.

Specific professional experience

* 7 years of postgraduate professional experience in the implementation of the PRAG rules under EU funded programmes
* Previous experience in similar assignment will be considered as an asset;
* Experience in delivering trainings
* Experience in processing of applications for support under EU funded programmes with regards to the PRAG rules

10. Evaluation of work

The expert’s performance will be assessed by the project TL, KE 2 and the Beneficiary’s representative.

11. Applications

Application letter and EU format CV, both in English, must be submitted by e-mail to projects@evoluxer.com and ivana.jelic@evoluxerprojects.com no later than 11th March 2022, titled: “Application for the position – Senior Non-key expert on Project Component 2 issues – Upgrading the administrative capacity of IPARD Agency to implement IPARD II by providing trainings for the DAP staff on the implementation of Technical assistance measure with special emphasis on PRAG rules

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.

