**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 8**

Junior Non-key expert on Project Component I issues - **Building capacities of MA to implement IPARD III** by providing support to the MA in the preparation of procedures and all related documents for the entrustment of IPARD III **measure 4 Agri-environment and climate** and delivering on the job training regarding the implementation of IPARD III measure 4 in order to obtain knowledge and best practices with regard to programming, monitoring and evaluation on Agri-environment and climate measure**.**

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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 I, this project supports the Managing Authority 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 I Building capacities of MA to implement IPARD III**, results to be achieved are:

**Result 1.1** Managing Authority 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 1.2** Professional capacity of MA staff to adequately and effectively switch from IPARD II to IPARD III Programme as well as to administer IPARD III Programme with respect to their particular competencies made fully functional.

**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 I 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 activities:

**Activity 1.1.2** Support the MA in the preparation of procedures and all related documents for the entrustment of IPARD III measures 4 and 5.

**Activity 1.1.3.** One study visit to Slovenia for at least 15 participants from MA (4 employees), DAP (8 employees) and 3 other relevant stakeholders lasting 5 days (4 overnights stay), to gain knowledge and best practice in fine tuning rulebooks and creation of the IPARD III measure 4.

**Activity 1.2.2.** Delivering one 5 days on the job trainings for 10 relevant MA and other relevant MAFWM staff regarding the implementation of IPARD III measure 4 in order to obtain knowledge and best practices with regard to programming, monitoring and evaluation on Agri-Environment climate and focus on agri environment climate measures other than organic farming measure in the premises of the Beneficiary in Belgrade.

**5. Main Tasks/Activities**

The junior NKE on Project Component I issues will support the project team in:

* Drafting the rulebook, procedures and related documents for entrustment of budget implementation tasks of Measure 4;
* Delivering one 5 days on the job trainings for 10 relevant MA and other relevant MAFWM staff regarding the implementation of IPARD III measure 4 in order to obtain knowledge and best practices with regard to programming, monitoring and evaluation on Agri-Environment climate and focus on agri environment climate measures other than organic farming measure in the premises of the Beneficiary in Belgrade.
* Preparation of the study visit to Slovenia for at least 15 participants from MA (4 employees), DAP (8 employees) and 3 other relevant stakeholders lasting 5 days (4 overnights stay), to gain knowledge and best practice in fine tuning rulebooks and creation of the IPARD III measure 4.

6. **Related Outputs**

Under supervision of the project Team Leader issues shall produce the following deliverables:

* Drafted specific parts of the rulebook, procedures and related documents of Measure 4 on request of the TL or Senior expert;
* Prepared training materials and participation in the 5-days on the job training
* Prepared research on specific issues on request of the TL or Senior expert
* Translated parts of documents from English to Serbian language, if needed

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 June 2022 to December 2022 including, up to 15 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver mission reports in the English language on last workday of the assignment, with attached all written deliverables and submitted to the TL. 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 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 communication;
* Analytical skills;
* Ability to work in a team

General professional experience

* Minimum 5 years of general postgraduate professional experience in the field of organic farming and agri-environmental protection, acquired in the Member States or candidate countries. More years of experience will be considered as an asset.

Specific professional experience

* 3 years of postgraduate professional experience in the programming and/or implementation of Agri-environment and climate measures or other area related measures;
* Experience in preparation of reports, recommendations and developing documentation for agri-environment-climate measures (including certifications);
* Experience in delivering trainings will be considered as an asset;
* Previous experience in similar assignment will be considered as an asset.

**10. Evaluation of work**

The expert’s performance will be assessed by Beneficiary’s representatives and the project TL.

**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 21. 07. 2022, titled: “Application for the position – JNKE AEM Expert”.

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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.

