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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 Serbia  Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) |
| Key Beneficiary: | Ministry of Environmental Protection |
| **Vacancy:** | **HVAC expert** |
| Category: | Senior Non-Key Expert - Category 1 |
| Duration of the assignment: | 30 days |
| Period of the assignment: | Inputs will be provided over the period from May 2025 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 Assignment**  **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: HVAC Expert – Senior Non-key Expert, Category 2**  **General Expert Activities:**  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 * Activity 1.4 Assisting relevant institutions involved in the management of environment projects in monitoring different types of contracts   **Outcome 2:**  Result 2: Relevant national and local institution staff dealing with management of investment projects in environment sectors is properly trained.   * 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   **Expert Outputs:**  The general activities and duties to be executed will be as follows:   * Collect, review and analysis of the existing technical documentation related to district heating, energy efficiency and air quality projects * Maturity assessment of the proposed projects, identification of gaps and proposals for next steps * Communication and coordination between the stakeholders, communication with the local institutions and companies, providing guidelines for development of the remaining technical documentation * Assistance to Capacity building Coordinator regarding preparation of training plan and provide trainings to IPA units of MEP and MAFWM, public companies and other relevant stakeholders regarding energy efficiency, district heating and air quality. * Preparation and delivery of formal training sessions in accordance with the expert’s expertise. | |
| Expert’s outputs shall be approved by the Team Leader. | |
| **Expert Schedule:**  The indicative schedule of inputs will be discussed and agreed with the project Key Experts and Capacity Building Coordinator. The schedule of inputs may be adapted during the project implementation depending on beneficiary requirements and expert’s performance. | |
| **Reporting:**  The expert will report primarily to the Team Leader, Key Expert 2 and Capacity Building Coordinator. 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 Mechanical Engineering, Environmental Engineering, or a related field with specialization in HVAC systems * Professional level of English, both spoken and written   General professional experience: (25 points)   * Minimum 10 years of specific experience in the field of which the expert is mobilized.   Specific professional experience: (50 points)   * Experience in HVAC and district heating design, assessment, and implementation * Demonstrated knowledge of air quality standards * Experience working on climate-related projects or with environmental impact assessments * Experience with development and delivery of formal training sessions in its field of expertise for the public servants.   **Applications:**  CV in EU format in English needs to be submitted by e-mail to [ivan.rankovic@lbadria.com](mailto:ivan.rankovic@lbadria.com) no later than 21st May 2025, 16:00 hrs, titled: “Application for the position – HVAC 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. | |