**TERMS OF REFERENCE**

**Title of Activity: Senior Non-Key Trainer for implementation of donor funded projects (2 positions)**

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| --- | --- |
| Budget Line Contract: | **Senior NKE** |
| Indicative Mission Dates | From March 2022 to June 2022 |
| Max. Planned man days: | Up to 30 WDs per position (up to 60 WDs total) |
| Activity: | Support to implementation of Capacity building Programme (up to 16 trainings) |
| 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. The adoption of Commission Financing Decisions is planned in October 2021 following Inter-Service Consultation and Comitology procedure.

**1.2 Purpose**

The purpose of this project, and the expert assignment, is to support the Project Team in preparation training material and carry out trainings on **Implementation of donor funded projects** for MEI, LMs, RDAs, LSGs.

* 1. **Results to be achieved by the Consultant**

1. Training(s) are implemented as agreed with beneficiary
2. Documents and reports produced during implementation of the Training(s)
3. Results of Ad-Hoc requests as agreed with Team Leader in writing

# **SCOPE OF THE WORK**

**2.1 General**

The expert, under the guidance of the project TL, and in cooperation with expert team and Ministry of European Integration of Serbia, will be responsible for implementation of capacity building programme which consists of up to 16 trainings for MEI and relevant stakeholders.

**2.2 Specific Activities**

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

Under the guidance and in cooperation with TL, expert will be responsible to coordinate actions required to keep CB Programme on time, including:

* Provide support in analysing training needs and key challenges target groups are facing when it comes to their knowledge and engagement in the implementation of donor funds through public procurement procedures

Based on the findings of training needs analysis, design training programme containing:

* Conceptual outline - ensuring practical examples, case studies and lessons learned
* Methodological approach - ensuring interactivity, knowledge transfer
* Technical parameters - ensuring preparation of training package material to be printed for the use during training delivery and for disseminated on PPF training web-platform (agenda, presentations, case studies, reference materials, training manual explaining training structure, dynamics and training delivery specificities to ensure future replication)
* Deliver the training course “Strengthening the support system for implementation of donor funds through public procurement procedures”
* Provide an overview of the evaluations made by the participants summarised in brief training report using PPF7 template
* Activities of ad-hoc requests as agreed with the TL in writing

Deliverables:

1. Training agenda and training materials are developed and reflect the key objectives of the training and Capacity Building Programme
2. Training(s) are delivered in line with agreed timetable with MEI and LMs and other involved institutions
3. Training reports are produced
4. As agreed in ad-hoc requests

**2.3 Target group**

The direct beneficiaries of the project are the Ministry of European Integration Serbia, Department for planning and programming/NIPAC TS which will be the key stakeholder in the implementation of project tasks as well as LMs, RDAs and LSGs. The assistance aims to reinforce the capacities of the Serbian administration in the IPA planning and programming.

# **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 between March 2022 – June 2022, however it is expected that the TOR will be extended to reflect the future needs and according to the training workplan. At this stage up to 30 Senior Non-Key Expert days per position (up to 60 working days in total) are allocated to this 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. A current input plan is shown in table 1, below, although this may be subject of variation depending on the development of the workload over time:

Table 1: Expected input plan

|  |  |
| --- | --- |
| Month | Days |
| March 2022 | 5 WDs (10 WDs) |
| April 2022 | 15 WDs (30WDs) |
| May 2022 | 10WDs (20WDs) |

# **REQUIREMENTS**

**4.1 Personnel**

The **Senior Non-Key Expert** will be expected to meet the following requirements:

Qualifications and skills

* A bachelor’s degree in fields relevant to the assignment
* At least 5 years of experience in government structure or EU and/or other capacity building programme/projects
* Experience in coordination and training delivery

# **REPORTS**

**5.1 Reporting requirements**

Before the end of the assignment, the **Senior NKE** will provide the Technical Assistance Team Leader with the following:

1. Monthly mission reports
2. Signed timesheet
3. Please submit your applications in the form of a CV and short cover letter at the latest by March 18th, 2022 at 23:59, to cweltzien@ppf.rs and cc to: mdijan@ppf.rs. Only short-listed candidates will be contacted.