

## Support to IPA Programming, Training and Project Preparation – Project Preparation Facility 7 (PPF 7)

### TERMS OF REFERENCE

#### Title of Activity: Senior Non-Key Expert for Project Preparation

Budget Line Contract:	<b>Senior Water and Sewerage Expert</b>
Indicative Mission Dates	From October 2019 to June 2020
Max. Planned man days:	Up to 30 WDs
Activity:	Preparation of technical documentation for the relevant infrastructure projects that will be funded through IPA funds
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 assist the Serbian administration to effectively manage EU integration and pre-accession assistance in order to speed up preparations for EU membership through (project purpose) 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.

It is known that the rules governing the management of the EU funds within the EU are complex and robust. Candidate countries are always advised to start early preparations for the management of EU funds. This requires effective institutions, strong human capacities, as well as established and sound administrative and legal procedures.

This project aims to provide Technical Assistance the Ministry of European Integration 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.

#### 1.2 Purpose

The purpose of this project, and the expert assignment, is to strengthen technical and administrative capacity of the Serbian administration in relation to the European integration process and enhance efficient management and absorption of EU pre-accession funds, with the special emphasis on development and preparation of energy and environment infrastructure projects. It is expected that the expert will provide inputs for preparation of technical documentation in agreement with MEI and with approval from the CFCU.

#### 1.3 Results to be achieved by the Consultant

- Technical documentation for infrastructure projects to be financed under IPA prepared in accordance with the Serbian legal requirements and EU standards and norms, and ready for implementation.

- Technical/strategic advice delivered to MEI and LM's related to the project
- 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 Team Leader, the expert team, the Ministry of European Integration of Serbia and Ministry of Environmental Protection, will be responsible for providing parts of project documentation in accordance with the relevant legislation of the Republic of Serbia and EU norms and standards (e.g., project designs, tender documentation, etc.).

### 2.2 Specific Activities

The expert will perform the following activities:

- Project related data collection and review;
- Screening of previously developed spatial planning and technical documentation;
- Preparation of the requirements for site surveys and investigation works, monitoring and coordination of these activities;
- Preparation of parts of project documentation related to their expertise (preliminary design, etc.);
- Preparation of parts of Tender documentation related to their expertise;
- Maintain close relations with the team prepared Feasibility Study in a way that the work is carried out under already defined scope and ensure that all potential differences of opinion with the beneficiaries or a Feasibility Study Team are resolved prior to the start of designing process;

Deliverables:

1. Organisation of general and specialised training, site visits and study tours (Sokobanja Project);
2. Preparation of technical documentation (Kragujevac Project);
3. Preparation of stand-alone reports in addition to their contributions to other documents.

### 2.3 Target group

The direct beneficiaries of the project are the Government of the Republic of Serbia, Ministry of European Integration, Ministry of Environmental Protection, Municipalities Sokobanja and City of Kragujevac which will be the key stakeholder in the implementation of project tasks as well as the relevant institutions in the sector.

## 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 October 2019 – June 2020, however the programming cycle is expected to go beyond these initial dates and thus it is expected that the TOR may be extended to reflect future needs. At this stage up to 30 Senior Non-Key Expert days 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.

## REQUIREMENTS

### 4.1 Personnel

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

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Qualifications and skills:

- University degree in Civil Engineering;
- Professional level of English, both spoken and written;
- Computer literacy (Auto-Cad design and MS Office applications).

General professional experience:

- Minimum 10 years of general working experience;
- Minimum 7 years of working experience in the field of expertise for which the expert is mobilized;

Specific professional experience:

- Experience in project planning, development, supervision and assessment with specific references to environmental infrastructural projects;
- Knowledge of Serbian language is an asset

## REPORTS

### 5.1 Reporting requirements

Before the end of the assignment, the **Senior Non-Key Expert** will provide the Technical Assistance Team Leader with the following:

Monthly reports  
Signed timesheet

Please submit your applications in the form of a CV and short cover letter at the latest by September 22<sup>nd</sup>, 2019 at 23:59, to [cweltzien@ppf.rs](mailto:cweltzien@ppf.rs) and cc to: [mdijan@ppf.rs](mailto:mdijan@ppf.rs). Only short listed candidates will be contacted.