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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:** | **Architect** |
| Category: | Senior Non-Key Expert – Category 2 |
| Duration of the assignment: | 40 days in total |
| 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).  **General Expert Activities:**  The activities and duties to be executed by the Expert are as follows:  **Outcome1:**  Staff from institutions involved in the management of EU funded environment projects is provided with the necessary advisory and mentoring services   * Activity 1.1 Review of 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 Support relevant institutions involved in the management of environment projects in monitoring different types of contracts   **Outcome 2:**  Relevant national and local institution staff dealing with management of investment projects in environment sectors is properly trained.   * Activity 2.1 - Preparation of the training need assessment (TNA) * 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 * Activity 2.4 - Institutional analysis of procedures and institutional framework for the management of IPA III funds in environment and climate change sectors   **Expert Outputs:**  The general activities and duties to be executed will be as follows:   * Evaluation of projects from portfolio and their maturity level * Conduct site assessments, data collection and preparation of preliminary analysis * Provide inputs for project prioritization based on potential value, cost and complexity * Preparation and delivery of formal training sessions to project participants from MEP, MAFWM, municipalities, public utility companies and other relevant stakeholders. | |
| 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 Engineering * Professional level of English, both spoken and written   General professional experience: (25 points)   * Minimum 7 years of specific experience in the field of which the expert is mobilized.   Specific professional experience: (50 points)   * Experience in review of already existing technical documentation . * Experience in defining scope of works and evaluation criteria * Experience in preparation of Tender documentation * Knowledge of Serbian language will be considered as an advantage   **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 30th April 2025, 16:00 hrs, titled: “Application for the position – Architect”.  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. | |