



Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory Services)

Terms of Reference for a Short-Term Assignment

1 PROJECT BACKGROUND

Project Title: *Support to IPARD Operating Structure (Managing Authority, IPARD Agency and Advisory Services)*
Project No.: EuropeAid /137763/IH/SER/RS
Contract No.: 48-00-00061/2015-28
Country: Republic of Serbia
Project Start Date: 22nd of August, 2017
Project Duration: 28 Months

Overall Objective:

- The **overall objective** of the project of which this contract is a part is to support the preparation of the Serbian Sector of Agriculture and Rural Development to implement the EU Common Agriculture Policy (CAP) in order to prepare the Republic of Serbia for EU accession.

Purpose:

- The **purpose** of the project of which this contract is a part 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 II).

Main Project Beneficiaries:

- Ministry of Agriculture, Forestry and Water Management (MAFWM)

Target Project Beneficiaries

Managing Authority (MA), IPARD Agency (Directorate for Agrarian Payments – DAP) and Advisory Services

Project Components:

- Component 1: Building capacities of MA to implement IPARD II
- Component 2: Building capacities of the Advisory Service to implement IPARD II
- Component 3: Building capacities of DAP to implement IPARD II

Expected Results:

- *Result 1.1* Managing Authority prepared with regard to procedures and all related documents for the implementation of IPARD II measures 4, 5, 7 and 9
- *Result 1.2* Professional capacity of MA staff to adequately and effectively administer IPARD II with respect to their particular competencies made fully functional.
- *Result 1.3* Awareness on IPARD II in Serbia increased.
- *Result 2.1* Professional capacities of the relevant staff of Advisory Services to transfer IPARD II related knowledge in a sustainable manner to potential recipients and new employees strengthened.



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- *Result 2.2* Legal basis for Advisory Services operations further developed in line with the IPARD II Program 2014-2020.
- *Result 3.1* Directorate for Agrarian Payments staff's capacity to implement IPARD II measures 1, 3 and 7 strengthened
- *Result 3.2* DAP prepared with regard to the procedures for the implementation of IPARD II measure 9 in line with EU requirements.
- *Result 3.3* Rural Development IT solution for the implementation of IPARD II programme created.
- *Result 3.4* Capacity of Technical bodies to conduct control of national minimum standards for IPARD II measures 1, 3 and 7 and EU standards in respective areas and capacity of relevant DAP staff to conduct on the spot controls on IPARD II measures upgraded.

2 DESCRIPTION OF THE ASSIGNMENT

2.1 Content of the assignment

Delivering on-the-job training for staff from DAP internal audit group in the form of simulation of execution of IT audit.

Expert category

Senior Non-Key Short-term Expert.

2.2 Required services

The Senior Non-Key Expert on IT Audit will be involved in tasks and activities that deal with the work to be implemented under Component III (*Building capacities of DAP to implement IPARD II*). The Senior NKE is expected to provide the following services:

Activity 3.2.3 Delivering on-the-job trainings for staff from DAP internal audit group in the form of simulation of execution of IT audit

- a) To draft Training program related to the IT audit including following sections:
 - Training topics – code of practice for information security controls;
 - Training profiles for the relevant staff (audience to train);
 - Training methods – learning by doing, learning by simulating procedures, on-the job training etc.;
 - Training timetable;
 - Evaluation of training.
- b) To implement the training programme including:
 - Submission in advance the training agenda and training material for quality control and transmission to the participants ahead the training sessions so that they can get acquainted with the objectives and nature of the training proposed;



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- Insurance that the training sessions are registered (attendance sheets), evaluated and documented in training reports together with the related statistics on attendance and achievement of the training objectives;
- Raise of the professional capacity of trained staff in such a way that enables them to adequately fulfil their respective duties in the fields covered by the trainings;
- Conduct of mandatory test for all the trainees in English language and prepare necessary examination materials in hard copy.

2.3 List of Activities, Planning of Working Days and Outputs

No.	Description of the activity	Working days	Outputs
3.2.3.	Delivering on-the-job training for staff from DAP internal audit group in the form of simulation of execution of IT audit	15	<ul style="list-style-type: none"> • Training agenda/program submitted and approved (including training materials) • Training sessions registered and evaluated • The mandatory tests conducted (for all the trainees)
	Total Working Days	15	

2.4 Target groups

The main target group is staff from DAP Internal Audit Group, IT Sector including the Risk Officer and Security Officer.

3 LOGISTICS AND TIMING

3.1. Location

The project office in Belgrade, Serbia will be the operational base of this assignment.

3.2. Commencement date & period of execution

3.2.1. Total working days

15 working days (WDs) have been planned for this assignment.

3.2.2. Period of the assignment

October 2019 – December 2019

The Senior NKE shall work in parallel to the largest extent possible. Details regarding the most relevant timing of experts' missions as well as exact starting date shall be agreed at a later stage.

3.2.3. Starting day



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It is expected that the work will be performed from 01 of October 2019 onwards. However, exact starting date will be agreed at the later stage.

3.3. Working language

English.

4. REQUIREMENTS

4.1. Expert profile

The assignment will be carried out by a Senior Non-Key Expert on IT Audit. The Expert will be expected to meet the following requirements:

4.1.1. Qualification and skills (10 points)

- A bachelor's degree in management, economics, public administration, law, agricultural sciences, engineering, computer science or other related field (where the bachelor's degree has been awarded on completion of at least 3 years of study in a university or equivalent institution).
- A Master/PhD in above mentioned disciplines is an advantage;
- CISA Certification or equivalent internationally acknowledges IT Audit certification is an advantage
- Fluency in written and spoken English; A knowledge of Serbian language will be an advantage;
- Computer literacy (MS Office);
- Good communication and reporting skills;
- Good training skills

4.1.2. General professional experience (40 points)

- At least 7 years of postgraduate professional experience in a position in IT System Audit in the public sector or large private entity (more than 400 employees) acquired in the EU Member States, Candidate or Potential Candidate countries.

4.1.3. Specific professional experience (50 points)

- At least 5 years of experience in the Audit of IT systems using CISA Certified Methodology.
- At least 5 years of experience in designing/implementing training courses/on-the job trainings

5. REPORTS

5.1. Reporting requirements

The Expert will provide the following reports:

- *Brief Mission Reports* with description of activity, tasks and outputs provided during the mission under this assignment,



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- *Final Mission Report*, with description of activity, tasks and outputs provided by the expert in the context of this assignment.

The report templates to be followed by the Expert will be provided by the project office.

The Expert shall work under the guidance and follow the instructions of the Team Leader / Key Expert 2. The Expert shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The expert's inputs to these reports will largely be related to work implemented under Component 3, and relevant actions outlined in these Terms of Reference.

5.2. Submission of the Reports

Mission reports shall be submitted by the Expert within 5 working days from the end of each mission to the Team Leader / Key Expert 2 with a copy to the Consortium Project Manager for review and comments.

The final version of the mission reports prepared in the relevant quality shall be submitted to the Team Leader / Key Expert 2 for review, comments and final approval. The reports shall be signed by the Expert and Team Leader / Key Expert 2 responsible for endorsing the report.

The reports and all prepared documents shall be submitted in hard copy and electronic version to the Consortium Project Manager and project Team Leader / Key Expert 2.

6. APPLICATIONS

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to the following e-mail address: recruitment@imorgon.org not later than 17:00 hrs, **on 20 of September 2019** titled „**Application for the position – Senior Non-Key Expert on IT audit**“.

Only candidates with a correct CV will receive a confirmation on receipt of their application. Reference must be available on request. Only short-listed candidates will be contacted. All applications will be considered strictly confidential.

The Project is an equal opportunity employer that encourages applications from women and minorities.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

Experts must be independent and free from conflicts of interest regarding the responsibilities defined by the Terms of Reference.