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

**Contract No.: 48-00-00204/2014-28**

**TERMS OF REFERENCE**

**Title of Activity: Senior Non-Key Expert for support implementation and coordination of CB activities (3 positions)**

|  |  |
| --- | --- |
| Budget Line Contract: | **Senior NKE** |
| Indicative Mission Dates | From March 2022 to June 2022 |
| Max. Planned man days: | Up to 20 WDs per position- up to 60 WDs in total |
| Activity: | Support to implementation and coordination of CB activities |
| 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 (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 experts’ assignment, is to support the Project Team in carrying out a capacity building programme for MEI, LMs, RDAs, LSGs and coordination of CB activities.

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

1. Capacity building programme implemented as agreed with beneficiary
2. Available documents and reports produced during implementation of the Capacity Building Programme
3. Results of Ad-Hoc requests as agreed with Team Leader in writing

# **SCOPE OF THE WORK**

**2.1 General**

The experts, 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 and coordination of capacity building programme for MEI and relevant stakeholders.

**2.2 Specific Activities**

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

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

* Organization of trainings including invitation organization with MEI, venues for trainings, transport and accommodation for participants, availability of training material
* Backstopping for trainers; transport and accommodation, provision of templates, coordination of timely submission of training material by trainers and any other activity required through backstopping
* Compilation of the documents and reports produced during implementation of the Training Pro gramme
* Support the project team in coordination of CB activities, including coordination with MEI, LMs and other stakeholders
* Activities of ad-hoc requests as agreed with the TL in writing

Deliverables:

1. Coordination of CB activities
2. Workshop(s) with MEI and LMs and other involved institutions
3. Compiled documents and reports produced during implementation of the CB Programme
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 consultants 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 20 Senior Non-Key Expert days per position (up to 60 WDs in total) are allocated to these 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 | 15 WDs |
| April 2022 | 30 WDs |
| May 2022 | 15 WDs |

# **REQUIREMENTS**

**4.1 Personnel**

The **Senior Non-Key Experts** 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 NKEs** will provide the Technical Assistance Team Leader with the following:

1. Mission reports
2. Signed timesheet

Please submit your applications in the form of a CV and short cover letter at the latest by March 11th, 2022 at 23:59, to cweltzien@ppf.rs and cc to: mdijan@ppf.rs. Only short-listed candidates will be contacted.