

Expert Position Opportunity

1. Position:

Institutional and Capacity Building Expert, Senior Non-Key Expert (SNKE 5)

2. Project title:

“Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”

3. Project number:

NEAR/BEG/2023/EA-RP/0159

4. Reference documents:

- Terms of Reference of the project “Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”;
- Methodology of the “Technical assistance for establishing a regional waste management system for the city of Novi Sad and municipalities within Novi Sad region”;
- EU Report for Serbia 2023;
- The Regional Waste Management Plan for the City of Novi Sad and Municipalities Bačka Palanka, Bački Petrovac, Beočin, Žabalj, Srbobran, Temerin and Vrbas for the Period 2019-2028;
- Feasibility Study for for the City of Novi Sad and Municipalities Bačka Palanka, Bački Petrovac, Beočin, Žabalj, Srbobran, Temerin and Vrbas for the purpose of establishing Regional Waste Mangement System;
- Serbia Waste Prevention Country Profile 2021;
- Waste Management program of the Republic of Serbia for the Period 2022-2031
- Other relevant documents.

5. Starting date of the assignment:

July 2024

6. Duration of the assignment:

July 2024 – April 2027 (180 working days)

7. Project Objectives (relevant for the position):

The overall objective of the project is to contribute to a better environmental status and life quality of citizens by strengthening capacities for implementation of waste management systems in line with the national requirements and EU environmental acquis.

The expected outputs of this contract related to the referenced position are as follows:

Outcome 1. To support the startup of newly established regional public company and building their capacities and capacities of the MoEP and provincial authorities to ensure quality realisation of investments and sustainable functioning of the regional waste management system.

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Outcome 2. Strengthened capacities and capabilities of the City of Novi Sad and municipalities that belong to the waste management region Novi Sad and their PUCs to ensure quality realisation of investments and to establish and manage an appropriate system for regional waste management.

8. Requirements:

Qualification & Skills	<ul style="list-style-type: none"> • A graduate degree in the field of Economy, Social sciences or other related subjects; • Fluent in English and Serbian, both written and spoken; • Full computer literacy (proficiency with the Microsoft Office suite) • Excellent reporting skills; • Ability to work effectively in a team
General professional experience	A minimum of 7 (seven) years of experience in the Institutional and Capacity building or organizational field.
Specific professional experience	<p>Minimum of 5 (five) years of experience in the Institutional Capacity building preferably in the environmental protection and waste management, including:</p> <ul style="list-style-type: none"> • Experience in stakeholder and institutional analysis in waste management across EU, national, regional, and local levels • Proven track record in assessing administrative capacities of LGSs and PUCs, identifying gaps, and proposing solutions. • Expertise in developing and implementing Training Needs Assessment methodologies and capacity-building programs. • Ability to design organizational structures and propose effective relations between PUCs and LSGs

9. Assignment objective(s):

The expert will work closely with the Project Team and other Project Team Experts, beneficiaries, End Recipient, and stakeholders to ensure the implementation of the activities of the Components 1 and Component 2 and related Outcomes, on his/her area of expertise. The SNKE will provide support in implementing the following activities under Outcome 1 and Outcome 2:

Activity 1.1. Amendment of inter-municipal agreement and founding acts issued in the process of establishment of the regional company (RWMC), if needed and development of additional acts;

Activity 1.2. Development of organizational structure, and operational, legal and financial documents, including a tariff calculation model for successful and efficient operation of RWMC;

Activity 1.3. Preparation of procedural guidance for operating and financial management of the RWMC;

Activity 1.4. Conducting TNA for strengthen the capacities of relevant staff from MoEP and Province of Vojvodina, as well as RWMC staff for the period during construction of infrastructure as well as for management of RWMC;

Activity 1.5. Preparation of short-term and long-term Training Program for staff from MoEP and Province of Vojvodina, as well as RWMC staff and delivery of short-term Training Program during this contract;

Activity 1.7. Development of Long-term Business Plan for RWMC;

Activity 1.8. Preparation of Service level agreement between RWMC and PUCs/LSGs;

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Activity 2.1. Strengthening the capacity of the PUCs in municipalities that belongs to waste management region Novi Sad;

Activity 2.2. Supporting municipalities regarding delivering of effective and efficient management, inspection, enforcement and supervision of the implementation of the regional waste management system.

10. Related Outputs/Deliverables:

The Expert will prepare materials, chapters and inputs for related documents with a focus on financial issues , including:

- Stakeholders' Analysis: Overview of key stakeholders involved in the project at the EU, national, regional, and local levels, including their main roles in the project and the future waste management scheme, as well as their main interests and concerns. Assessment of administrative capacities within each municipality to perform policy, regulatory, and enforcement functions related to waste management.
- Institutional Framework Analysis: Overview of institutional responsibilities related to waste management under existing legislation and the division of functions between RWMC, municipalities, and their PUCs.
- Administrative Capacities Analysis: Assessment of administrative capacities within each municipality and evaluation of capacities within corresponding PUCs to provide waste management services, highlighting the gaps between functions currently performed and those that need to be executed in the future to ensure the successful implementation and efficient operation of the regional waste management system.
- Development of a methodology for conducting Training Needs Assessment (TNA).
- Strengthening Capacities: Proposals for the Training Needs Assessment, short-term and long-term Training Programs, and On-the-job training.
- Proposals for the institutional setup of the future regional system, including the Organizational and Management structure of the RWMC (internal organization chart, key sectors and positions with basic job descriptions and required qualifications).
- Proposals for the future relations between the RWMC, PUCs, and municipal administrations, including the main elements of service-level agreements and/or other documents.

11. Evaluation of work:

The expert's performance will be assessed by the project TL, KE 2, and the Beneficiary's representative.

12. General information

The interested candidates are invited to submit a detailed curriculum vitae using EU format template no later than **July 9, 2024**, via email to the following address jperkovic@ext.eptisa.com. Only shortlisted candidates will be contacted.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. Experts must be independent and free from conflicts of interest regarding the responsibilities defined in this document.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality. All applications will be considered strictly confidential.