**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 1**

Senior Non-key expert on Project Component I issues - upgrading the administrative capacity of the MA to implement IPARD III by providing support for the MA staff on preparation of procedures, related documents and training for entrustment of budget implementation tasks of Technical assistance measure with special emphasis on PRAG rules.

**Project Background**

The overall objective of the project is as follows:

Support to the preparation of the Serbian Sector of Agriculture and Rural Development to implement the EU Common Agricultural Policy (CAP) in order to prepare the Republic of Serbia for EU accession.

The purpose of the project 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).

Under **Component I Building capacities of MA to implement IPARD III**, results to be achieved are:

**Result 1.1** Managing Authority prepared with regard to procedures and all related documents for rollover process of IPARD II entrusted measures (M1, M3, M7 and M9) for IPARD III Programme as well as for the entrustment of IPARD III measures 4 and 5;

**Result 1.2** Professional capacity of MA staff to adequately and effectively switch from IPARD II to IPARD III Programme as well as to administer IPARD III Programme with respect to their particular competencies made fully functional.

Under Component II, this project supports the Directorate of agrarian payments (DAP) in straightening its administrative capacity to implement IPARD II and prepare for implementation of IPARD III Programme.

In general, the project will have two-fold approach: (1) provide support to preparation of rules of procedures and all related documents for the entrustment of budget implementation tasks, (2) delivering trainings for the relevant staff to effectively administer IPARD II and IPARD III measures.

**2. Reference document**

Terms of Reference of the Project: NEAR/BEG/2021/EA-RP/0023, Support to IPARD Operating Structure (Managing Authority, IPARD Agency).

**3. Terms of Reference Relevance**

This mission will be carried out in the framework of the project activities as described in the Terms of Reference, Project Proposal and Project work plan. The assignment will contribute to the achievement of Component I objectives by providing expertise and supporting beneficiary institution to administer and implement IPARD Technical assistance measure. In addition, the assignment will contribute to the achievement of Component I objectives by preparation of the procedures and training for the entrustment of budget implementation tasks for Technical assistance measure.

**4. Assignment objective(s)**

In this regard the project needs the expert’s support to the following Project activity:

* **Support the MA in the preparation of procedures and all related documents for rollover of entrustment budget implementation tasks of IPARD II measures (M1, M3, M7 and M9) to IPARD III Programme**. Support includes the review of current rules and regulations in IPARD context, review of existing procedures and preparation of package of procedures for rollover process through permanent communication with relevant MA and state administration staff.
* **Delivering four 5-days trainings per each measure (one training foreseen per each measure : M1, M3, M7 and M9, four training in total) for at least 15 MA and other relevant state administration staff to adequately and effectively rollover of entrustment from IPARD II to IPARD III Programme, in the premises of the Beneficiary in Belgrade**. This activity continues after Activity 1.1.1 and includes the presentation of current rules and regulations in IPARD context, review of existing procedures and prepared package of procedures for rollover process for MA.

**5. Main Tasks/Activities**

The senior NKE will support the project team in:

* Review of prepared rules and procedures under Technical assistance measure and drafting of rulebook, procedures and all related documents to ensure full compliance with the updated PRAG rules;
* Delivering on-the job training for implementation of the current PRAG rules under Technical assistance measure;
* Support to the relevant MA staff for preparation of tender documents, applications for support, payments requests and on-the spot control in line with the updated PRAG rules under Technical assistance measure;

6. **Related Outputs**

Under supervision of the project TL the Senior NKE shall produce the following deliverables:

* The MA procedures under Technical assistance measure prepared in compliance with the current PRAG rules;
* The relevant MA staff trained to prepare tender documents, applications for support and payment requests as regards the PRAG rules;
* At least one application for support with tender documentation fully prepared in compliance with the PRAG rules according to the rules of procedures under Technical assistance measure;
* Checklists for verification of compliance with the PRAG rules fulfilled;
* The MA staff trained and prepared for the entrustment of budget implementation tasks as regards PRAG rules.

The timeframe set in the project work plan must be observed in providing this on-the job support.

**7. Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, in the period August to October 2022, up to 7 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver report in English language on last workday she/he worked, with attached all written deliverables and submitted to the TL. The report will be attached to the expert’s draft timesheet.

9. **Expert profile**

Qualifications and skills:

* University degree academic level in the field of Law, Economy, Agricultural Sciences or other related subjects;
* Good command of English written and spoken;
* Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet);
* Excellent communication and presentation skills;
* Analytical experience and skills;
* Excellent reporting skills;
* Ability to work in a team

General professional experience

* Minimum 7 years of general postgraduate professional experience in the field of EU funded programmes, acquired in the EU Member States or candidate countries. More years of experience will be considered as an asset.

Specific professional experience

* 7 years of postgraduate professional experience with PRAG rules or Technical assistance measure under EU funded programmes
* Previous experience in similar assignment will be considered as an asset;
* Experience in delivering trainings
* Experience in preparation of documents regarding the implementation of Technical Assistance measure

**10. Evaluation of work**

The expert’s performance will be assessed by the project TL and the Beneficiary’s representative.

**11. Applications**

Application letter and EU format CV, both in English, must be submitted by e-mail to **projects@evoluxer.com** and ivana.jelic@evoluxerprojects.com no later than **08.07.2022** titled:

“SNKE-PRAG expert for MA”

Application for the position – Senior Non-key expert on Project Component I issues - upgrading the administrative capacity of the MA to implement IPARD III by providing support for the MA staff on preparation of procedures, related documents and training for entrustment of budget implementation tasks of Technical assistance measure with special emphasis on PRAG rules.

References must be available on request.

Only short-listed candidates will be contacted.

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.

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

