**SUPPORT TO IPARD OPERATING STRUCTURE**

**Terms of Reference No 2 –** Senior Non-key Expert in Investment Rural Development measures

Senior Non-key expert on Project Component I issues - **Building capacities of MA to implement IPARD III** by providing support to the MA in the preparation of procedures and documents for entrustment of budget implementation tasks of IPARD III measures M1, M3, M7 and M9, and delivering training on the same measures to adequately and effectively rollover of entrustment from IPARD II to IPARD III Programme.

1. **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, this project supports the Managing Authority in straightening its administrative capacity for the 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.

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.

**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 by providing expertise and supporting the beneficiary institution to strengthen its institutional capacity to administer and implement IPARD III measures.

**4. Assignment objective(s)**

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

**Activity 1.1.1** 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.

**Activity 1.2.1** 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 on Project Component I issues will support the project team in:

* Drafting the rulebook, procedures and all related documents for entrustment of budget implementation tasks for M7;
* Delivering one 5-days training on M7 by presentation of current rules and regulations in IPARD context, review of existing procedures and prepared package of procedures for rollover process for MA;
* Assistance in the preparation of rulebooks, procedures and all related documents for entrustment of budget implementation tasks for M1, M3, and M9, if needed;
* Assistance in the preparation of training materials and delivering three 5-days trainings on M1, M3 and M9 by presentation of current rules and regulations in IPARD context, review of existing procedures and prepared package of procedures for rollover process for MA, if needed.

6. **Related Outputs**

Under supervision of the project Team Leader the Senior NKE on Project Component 1 issues shall produce the following deliverables:

* Drafted rulebook, procedures and all related documents for entrustment of budget implementation tasks for M7 submitted to the MA
* 5-days training on M7 delivered
* The relevant MA and MAFWM staff trained and prepared to implement M7
* Supporting document on the preparation of rulebooks, procedures for entrustment and training material for M1, M3, M9 submitted to the Team Leader, if required

The timeframe set in the project work plan for the related activities must be observed in providing this support.

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

The assignment shall be implemented in Belgrade, Serbia, in the period April 2022 to July 2022 including, up to 23 working days. The number of days is subject to extension as needed.

**8. Reporting**

The expert will deliver monthly reports in the English language on last workday of the month 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 Rural Development programmes, acquired in the Member States. More years of experience will be considered as an asset.

Specific professional experience

* 5 years of postgraduate professional experience in the programming and implementation of Rural Development Measures for farm diversification and business development in rural areas;
* Experience in the programming and implementation of other investment Rural Development measures will be considered as an asset;
* Experience in delivering trainings;
* Experience in developing national legislation for implementation of Rural development measures;
* Previous experience in similar assignment will be considered as an asset.

**10. Evaluation of work**

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

**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 11.04.2022 EOB, titled: “Application for the position – SNKE in Investment Rural Development measures”

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.

