

## Or more Non-Key Expert Terms of Reference

Project Title:	EU Project Preparation Facility 6
Service Contract Number:	48-00-145/2014/28
Identification number:	EUROPEAID/135637/IH/SER/RS
Contracting Authority:	Delegation of the European Union to the Republic of Serbia Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU)
Key Beneficiary:	Ministry of European Integration
Vacancies:	<p><b>Training Experts for following training sessions (1 or up to 2 experts per topic):</b></p> <ol style="list-style-type: none"> <li>1. EU energy efficiency sector (lecture 1*45 min)</li> <li>2. EU funding procedures, programs and mechanisms for projects related to energy efficiency in buildings (lecture 2*45 min)</li> <li>3. Strategic planning for energy refurbishment in buildings projects on national level (lecture 2*45 min)</li> <li>4. Programming for energy refurbishment in buildings on local level (lecture 2*45 min)</li> </ol>
Category:	International Senior Non-Key Expert
Duration of the assignment:	4 days for vacancy 1, 6 days for vacancies 2 ,3 and 4 (22 days total)
Period of the assignment:	Inputs will be provided over the period from September 2019 to May 2020.
Location:	Belgrade, Serbia.

## Project Background and expected results

The purpose of this Contract is to strengthen technical and administrative capacity of the Serbian administration in relation to the European Integration process and enhance effective and efficient management and absorption of EU pre-accession funds, with the special emphasis on development and preparation of energy and environment infrastructure projects.

Results and outputs to be achieved:

**Result 1:** Priority investment projects in energy and environmental sectors prepared for implementation

**Output:** Technical documentation for infrastructure projects from energy and environment sectors to be financed under IPA 2014-2020 programming period prepared in accordance with the Serbian legal requirements and EU standards and norms, and ready for implementation.

**Result 2:** Relevant national and local institution staff dealing with preparation of technical documentation in energy and environment sectors is properly trained.

**Output:** Training courses encompassing main principles related of preparation of technical documentation in energy and environment sectors, prepared and delivered to the main stakeholders in energy and environment sectors.

### Expert tasks:

Main activities and duties to be executed by the Experts shall be delivered within the scope of the Result 2, within activities listed below:

Result 2: Relevant national and local institution staff dealing with preparation of technical documentation in energy and environment (sub)sectors is properly trained

Activity 2.1 Assessment of technical basis/knowledge concerning the preparation and implementation of infrastructure projects in environment and energy sectors

Activity 2.2 Identification and development of new concepts of capacity building for infrastructure project preparation

Activity 2.3 Defining the tailor-made capacity building program addressing critical findings from the assessment

Activity 2.4 Delivery of at least 20 specialised trainings following the capacity building programme to the line ministries, national agencies, relevant public utility companies, municipalities;

Activity 2.5 Organizing at least 4 Study visits for the beneficiary staff in the EU member countries and organizing at least 4 visits to the seminars/conferences for the national and/or local experts with the subjects being fully relevant for implementation of EU PPF6 project;

Activity 2.6 Design of the training evaluation system to monitor and assess capacity building performances in structured manner;

### Specific tasks of the Expert:

Expert tasks will be delivered within the scope of the Result 2.

Preparation of training material and delivery of one of the following training sessions:

1. **EU energy efficiency sector** - Institutional set-up, key strategic/planning documents, key regulation documents, key technical and financial guidance (1\*45 min)
2. **Introduction to financing of EE infrastructure projects** - EU funding procedures, programs and financing mechanisms for projects related to energy efficiency in buildings, state aid rules in legal and economic EU context (lecture 2\*45 min)
3. **Programming of EE infrastructure projects on national level** - Strategic planning for energy refurbishment in buildings projects, eligibility criteria for projects, eligible costs, co-financing rate, roles of key institutions, vertical and horizontal cooperation of key institutions (lecture 2\*45 min)
4. **Programming of EE infrastructure projects on local level** – Purpose, goals, regulatory and financial framework of energy refurbishment of buildings program, implementation model and expected results, criteria for selection of projects, implementation plan and time schedule, procurement of works/services, reporting, cost claiming, measurement and verification of results (lecture 2\*45 min)

\*Note: Expert should specify training session in the application

### Expert Outputs:

- Development of training materials in line with EU PPF6 instructions and templates and selection and identification of relevant case studies, guides, tools, manuals, suggested reading materials) to make it suitable to the training modules and envisaged training methodology and to reflect the key objectives of the training programme
- Training sessions are delivered in line with agreed timetable
- Training reports are produced

### Expert Schedule:

The indicative schedule of inputs will be discussed and agreed with the project Key Experts. The schedule of inputs may be adapted during the project implementation depending on beneficiary requirements and expert's performance.

### Reporting:

The experts will report primarily to the Deputy Team Leader and Team Leader. In no circumstances, the expert shall make any commitment to the Client, or other interested parties, that will have an impact on contract implementation or project budget. Should such a situation arise, the expert should immediately contact the Team Leader for guidance.

### Expert Profile:

Qualifications and skills: (25 points)

- University degree;
- Professional level of English, both spoken and written;
- Computer literacy (MS Office applications);
- Excellent communication skills.

General professional experience: (25 points)

- Minimum 10 years of general working experience;
- Minimum 7 years of specific experience in the field of which the expert is mobilized.

Specific professional experience: (50 points)

- Experience in planning, programming, preparation, management and implementation of EU funded infrastructure projects related to energy efficiency and energy refurbishment of buildings;
- Experience in development of training curricula and materials and training delivery;
- Knowledge of local language will be considered as an asset.

### Applications:

CV in EU format in English needs to be submitted by e-mail to [sploco@ppf.rs](mailto:sploco@ppf.rs) and [irankovic@ppf.rs](mailto:irankovic@ppf.rs) no later than 17<sup>th</sup> of September 2019, 16:00 hrs, titled: "Application for the position – Training Expert"

References must be available on request. Only short-listed candidates will be contacted.

The Project is an equal opportunity employer. All applications will be considered strictly confidential.