

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

Vacancy:

Training Expert for the following training sessions:

1. "Key documents and procedures for energy efficiency in buildings", (lecture 1h 30 min)
 - Energy audit (EN 16247)
 - Risk prevention in reaching energy performance requirements
 - Procedures for measurement and verification of energy savings
 - Modelling of energy consumption and energy costs
 - Energy management system
 - Energy efficiency elaborate
 - Energy certificate of a building
2. "Construction and construction supervision for refurbishment of buildings, operation and maintenance", (lecture 1h 30 min)
 - Law on Planning and Construction and other important regulations for construction sector
 - Physical planning documents
 - Administrative procedures in construction permitting
 - Technical documents for construction
 - Implementation of construction works and construction supervision
 - Technical audit and Use permit
 - Property and legal issues
 - Key challenges during construction and construction supervision
 - Obligations of Regulation on regular and investment maintenance of buildings and preparation of maintenance program
 - Building Maintenance Program

Category:	Senior Non-Key Expert
Duration of the assignment:	5 days
Period of the assignment:	Inputs will be provided over the period from November 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.

General Experts Tasks:

The general activities and duties to be executed by the Expert are as follows:

- Review existing available training programmes and materials;
- Develop training materials in line with EU PPF6 instructions and templates and select and identify relevant case studies, guides, tools, manuals, suggested reading materials) so to make it suitable to the training modules and envisaged training methodology;
- Identify most suitable capacity building concepts in line with training topics (EU and global practices, training typology and training methodology);
- Deliver training courses in the field of planning, programming management and implementation of EU funded infrastructure projects;
- Provide an overview of the evaluations made by the participants summarised in brief training report using PPF6 template.

Expert Activities:

The main activities and duties to be executed by the Expert are as follows:

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

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

Expert Outputs:

- Training materials are developed and reflect the key objectives of the training programme;
- Training 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 in relevant field;
- 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;
- 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 and irankovic@ppf.rs no later than 13th of November 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.