

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:	Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU)
Key Beneficiary:	Ministry of European Integration

Vacancies: 1 Training Expert for preparation and delivery of two study visits.

1. Preparation and delivery of two study visits in the EU member countries for the representatives of the CFCU, MEI, relevant line ministries, public utility companies, relevant municipalities/local self-governments and other stakeholders closely connected to the objectives of the EU PPF6 sub-projects;

Category:	International Senior Non-Key Expert
Duration of the assignment:	32 days
Period of the assignment:	Inputs will be provided over the period from September 2019 to May 2020.
Location:	Belgrade, Serbia, Portugal and Spain.

EU PPF6 project Background and expected results

The purpose of the EU PPF6 project 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.

Project's results and outputs to be achieved are as follows:

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.

Training Expert tasks:

Main activities and duties to be executed by the Training Experts shall be delivered within the scope of the Result 2 of the EU PPF6 project, defined 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 2.1 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;

General Tasks of the Expert:

The general activities and duties to be executed by the Training Expert are related to the organisation and delivery of 2 (two) study visits in Spain and Portugal:

- One study visit related to the Energy Efficiency Sector
- One study visit related to the (Waste)Water Sector.

Specific tasks:

The Training Expert should carry out the following specific tasks:

- Review previous PPF6 training programmes and materials to identify the most relevant agenda the study visit programmes;
- Select the topics together with the EU PPF6 team to be covered through the study tours in relation to the availability of institutions willing to host the study visit participants;
- Identify the most appropriate national and local institutions (counterparts) in Spain and Portugal to be visited by Serbian national experts;
- Contact the most preferable institutions and agree on potential visits by the Serbian experts;
- Develop training programmes, agendas and supporting materials for 2 study visits;
- Prepare itineraries with the time schedule for 2 study tours
- Provide dedicated assistance during the study visits in Spain and Portugal in connecting Serbian experts with their adequate professional counterparts;
- Secure logistical support to the study visit participants related to the local transport and accommodation;
- Prepare study visit reports, including photos and comprehensive descriptions of each day activities carried out during the study visits.

Expert Outputs:

- Study visits are organised in line with the previously communicated conceptual notes and agreed timetable;
 - Supporting technical materials are prepared;
- Study visit reports are confirmed by the EU PPF6 Team Leader

Expert Schedule:

The indicative schedule of inputs will be discussed and agreed with the PPF6 Team Leader or Deputy Team Leader. The schedule of inputs may be slightly 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 assessment of training needs and development and implementation of capacity building programmes;
- Experience in organizing study tours in the EU member countries related to EU financed infrastructure projects;
- Knowledge of local language of the visiting country will be considered as a strong asset.

Applications:

CV in EU format in English needs to be submitted by e-mail to sploco@ppf.rs and rdjermanovic@ppf.rs no later than Friday 13th of December 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 EU PPF6 Project is an equal opportunity employer. All applications will be considered strictly confidential.