



EU PPF - PROJECT PREPARATION FACILITY

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:	Project Analysis Expert
Category:	Senior Non-Key Expert
Duration of the assignment:	3 experts with up to 40 working days for each expert, in total 120 working days
Period of the assignment:	Inputs will be provided over the period from February 2020 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.



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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:

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

Result 0: Inception Phase

0.5 Appraisal of the projects nominated by the line ministries.

Result 1: Priority Investment Projects in energy and environmental sectors prepared for implementation

Activity 1.1 Preparation of the sub-project Methodologies;

Activity 1.2 Realization of the surveys/site investigations at the locations identified as optional for implementation of selected projects;

Activity 1.3 Preparation of selected projects documentation including preliminary assessment work, pre-feasibility studies, feasibility studies, cost–benefit analyses, funding gap calculations, environment impact assessment studies, general project designs, the preliminary project designs, and the main project designs, as well as tender documentation when deemed justified.

General tasks of the Expert:

The general activities of the experts will be related to the process of screening, selection and appraisal of infrastructure projects, in line with the ToR for PPF6 project. The general activities and duties to be executed by the Expert are as follows:

- Assessment of the project's parameters
- Assessment/evaluation of project proposals
- Development of criteria for classification, prioritization and optimization of existing projects and recommendations for relevant ministries
- Detailed analysis of the existing project documentation
- Preparation of an appraisal of the present status of the project



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- Undertake a review of local ordinances and local regulations that may affect the appraisal process;

Expert Outputs:

The main outputs to be prepared by the Institutional Expert are as follows:

- Contribution to Appraisal reports on sub-projects;
- Data collection reports;
- Preparation of stand-alone reports in addition to their contributions to other documents (see ToR, p.22)

Expert Schedule:

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

Reporting:

The expert will report to the Team Leader and Deputy 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 TL / DTL for guidance.

Expert Profile:

Qualifications and skills: (25 points)

- University degree in relevant fields;
- Professional level of English, both spoken and written and fluency in local languages;
- Computer literacy (MS Office applications);
- Excellent communication skills

General professional experience: (25 points)

- Minimum 7 years of general working experience;
- Minimum 5 years of working experience in the field of expertise for which the expert is mobilized;



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Specific professional experience: (50 points)

- Specific experience in project appraisal in various infrastructure sectors;
- Experience in programming and implementation of infrastructure projects in line with EU requirements and the Instrument for Pre-Accession Assistance (IPA);
- Participation in multidisciplinary teams for preparation of infrastructure projects;
- Comprehensive knowledge of EU and Serbian legislation and policy frameworks in Serbia and EU;
- Previous experience in PPF projects is an 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 11th of February 2020, 16:00 hrs, titled: "Application for the position – Project Analysis 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.