



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:	Energy Sector Project Manager
Category:	Senior Non-Key Expert
Duration of the assignment:	Up to 300 working days
Period of the assignment:	Inputs will be provided over the period from August 2020 to May 2022
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 1: Priority Investment Projects in energy and environmental sectors prepared for implementation

Activity 1.1 Appraisal – screening of developed technical documentation in close cooperation with the line ministries, national agencies, relevant public utility companies' municipalities;

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.

Result 2: Relevant national and local institution staff dealing with preparation of technical documentation in energy and environment 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 specialised trainings following the capacity building programme

Activity 2.5 Organizing and delivery of 10 one-day trainings concerning Methodology for selection and prioritization



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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 Expert are as follows:

- Elaboration and finalization of appraisal reports for the sub-projects identified by the project beneficiaries
- Participation in project preparation activities (project design, feasibility studies, EIAs, CBAs, etc);
- Coordinate the work of project sub-teams and secure that all sub-projects are prepared in full compliance with the project-related Serbian legislation especially those concerning public procurement procedures;
- Design and manage a suitable workplan for the sub-project teams to follow and provide necessary guidance on the compliance of their outputs in terms of quality and formats, in line what is prescribed by PRAG/FIDIC and recommended by JASPERS if needed;
- Supervise, coordinate and monitor the work of the sub-project teams according to the workplan and to report to the PPF6 key staff on all milestones of project preparation;
- Compile all outputs of non-key experts and prepare draft documentation for further processing by PPF6 Key Experts;
- Secure that all draft documentation is prepared in full compliance with the current project-related Serbian legislation;
- Maintain close relations with the project beneficiaries in a way the work is carried out under their auspices and in full ownership - all potential differences of opinion with the beneficiaries should be left for discussion in the presence of PPF6 Key Experts;
- Provide continuous update on project progress to PPF6 Key Experts especially on the conditions hampering the advancement of the preparatory works and provision of project necessary inputs;
- Suggest in timely fashion to the sub-project teams and PPF6 Key Experts appropriate mitigation measures to avoid potential project risks.

Expert Outputs:

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

- ToRs for NKEs
- Appraisal reports;
- Methodologies for implementation of sub-projects
- ToRs for the site investigation



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- Data collection reports
- Design of technical documentation;
- Monthly progress briefs;
- Provision of training for beneficiary experts.
- 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 engineering;
- Professional level of English, both spoken and written;
- Computer literacy (Auto-CAD design and MS Office applications);

General professional experience: (25 points)

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

Specific professional experience: (50 points)

- Strong professional experience in project appraisal and/or formulation of technical analyses within the framework of project preparation (energy audits, energy efficiency elaborates, feasibility studies);
- Strong professional experience in preparing technical documentation in energy efficiency sector;



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- Experience with team coordination and participation in multidisciplinary teams for preparation of infrastructure technical documentation;
- Comprehensive knowledge of EU and Serbian legislation and policy frameworks in energy efficiency sector with particular emphasis related to the public procurement procedures;
- Previous experience in PPF projects is an asset;
- Knowledge of Serbian language 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 August 2020, 16:00 hrs, titled: "Application for the position – Energy Sector Project Manager".

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.