

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
Vacancy:	Procurement Expert
Category:	Senior Non-Key Expert
Duration of the assignment:	50 days
Period of the assignment:	Inputs will be provided from August 2020 to May 2022
Location:	The base of operations is Belgrade where headquarter office facilities are provided. Travels throughout the country will be necessary during the assignment, the cost of these travels and accommodation shall be covered by the incidentals.

PPF6 - 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.



EU PPF - PROJECT PREPARATION FACILITY

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 activities as per PPF6 ToR:

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 1.3 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

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

General Experts Tasks:

The Procurement Expert activities will be related to the sub-projects:

- Preparation of the Technical and Tender Documentation for Improving Energy Efficiency in the City of Belgrade - Thermal Rehabilitation of 3 Public Buildings



EU PPF - PROJECT PREPARATION FACILITY

- Preparation of Design for Execution of Works and Tender Dossier for the Emergency Healthcare Centre in Belgrade.

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

- To prepare Procurement Plan based on the inputs to be provided by the PPF6 team;
- To prepare tendering and contractual documentation based on the EBRD and FIDIC Red Book for the refurbishment of the 4 public buildings
- To provide steering, instructions and templates for PPF6 technical team regarding preparation of tender dossiers;
- To review and comment draft tender dossiers to be prepared by the PPF6 team concerning energy efficiency measures and refurbishment of the public buildings;
- To Ensure compliance with regulations, rules and international best practices

Expert Outputs:

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

- Procurement plans;
- Tender Dossiers;
- Inputs during tender clarification phase

The deliverables will be subject of approval by the Contracting Authority and EUD;

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 expert will report to TL and DTL. In no circumstances, the expert shall make any commitment to the Client or any other project-related parties that might have an impact on contract implementation or this assignment. Should such a situation arise, the expert should immediately contact the Team Leader for guidance.

Expert Profile:

AS PER SELECTION SHEET

Qualifications and skills: (25 points)



EU PPF - PROJECT PREPARATION FACILITY

- University degree in relevant field;
- Working level of English, both spoken and written
- Basic 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 directly relevant postgraduate experience in preparing designs or tender dossiers and/or procurement of works for new and/or reconstruction of buildings including energy efficiency measures.

Specific professional experience: (50 points)

- Experience with preparation of at least 2 Tender Dossiers for Works contract for construction and/or reconstruction of buildings in accordance with EBRD and FIDIC Red Book conditions of contract;
- Previous experience in PPF 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 irankovic@ppf.rs no later than 24th of August 2020, 16:00 hrs, titled: "Application for the position – Procurement 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.