



EU PPF - PROJECT PREPARATION FACILITY

Non-Key Expert Terms of Reference

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| 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: | Quality Control / Quality Assurance (QA/QC) Expert |
| Category: | Senior Non-Key Expert |
| Duration of the assignment: | Up to 20 working days |
| Period of the assignment: | Inputs will be provided over the period from October 2020 to May 2022 |
| Location: | Belgrade, Serbia The base of operations will be Belgrade where headquarter office facilities will be provided. Travels throughout the country will be necessary during the assignment, the cost of these travels and accommodation shall be covered by the incidentals |

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.



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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.

Expert's activities:

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

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 and duties to be executed by the QA/QC Expert are as follows:

Preparation and establishment of document control procedures in line with ToR and Methodology;

Codification and quality control of project documentation;

- Quality check and editing of all translated documents prior to their distribution and publication;



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Expert Outputs:

The QA/QC Expert will be responsible for the preparation of the following main deliverables:

- QA/QC Reports after checking the technical documentation;
- Preparation of stand-alone reports in addition to their contributions to other documents

Expert Schedule:

The indicative schedule of inputs will be discussed and agreed with the project Team Leader / Deputy Team Leader. 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 any engineering discipline;
- Professional level of English, both spoken and written;
- Computer literacy (MS Office applications).

General professional experience: (25 points)

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

Specific professional experience: (50 points)

- Experience in EU-funded projects in preparation and establishment of project management and quality control procedures for development of infrastructure projects;
- Experience with preparation of technical documentation and permitting procedure under the national Law on Planning and Construction.
- Previous experience in PPF projects is an asset.
- Knowledge of Serbian language is an asset



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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 6th of October 2020, 16:00 hrs, titled: "Application for the position – QA/QC 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.