

## 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<br>Ministry of Finance – Department for Contracting and Financing of EU<br>Funded Programmes (CFCU) |
| Key Beneficiary:            | Ministry of European Integration                                                                                                                               |
| <b>Vacancy:</b>             | <b>Hydrotechnical Design Expert</b>                                                                                                                            |
| Category:                   | Senior Non-Key Expert                                                                                                                                          |
| Duration of the assignment: | 60 days                                                                                                                                                        |
| Period of the assignment:   | Inputs will be provided over the period from June 2021 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.

**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.

### General Experts Tasks:

The Expert will be engaged on all EU PPF6 environmental sub-projects.

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

- Project related data collection and review
- Screening of previously developed spatial planning and technical documentation



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- Preparation of the requirements for site surveys and investigation works, monitoring and coordination of these activities
- Preparation of parts of project documentation related to their expertise (e.g., project designs, feasibility studies, EIAs, CBAs, etc.
- Preparation of parts of Tender documentation related to their expertise
- 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 EU 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 EU PPF6 Key Experts appropriate mitigation measures to avoid potential project risks;

### Expert Activities:

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 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

#### 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

### Expert Outputs:

- Methodologies for implementation of sub-project
- Requests for quotation for site surveys and investigations
- Data collection reports
- Preparation of technical documentation (Design/Tender documentation)



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- 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 Key Experts. The schedule of inputs may be 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 in Civil Engineering (Hydraulic and Environmental 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 specific experience in the field of which the expert is mobilized.

Specific professional experience: (50 points)

- Experience in Project planning, Design documentation development and assessment with specific references to Civil engineering component of infrastructural projects
- 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 [ijovanoski@ppf.rs](mailto:ijovanoski@ppf.rs) and [irankovic@ppf.rs](mailto:irankovic@ppf.rs) no later than 15<sup>th</sup> of June 2021, 16:00 hrs, titled: "Application for the position – Hydrotechnical Design 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.