

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:	Civil Design Expert
Category:	Senior Non-Key Expert
Duration of the assignment:	40 days
Period of the assignment:	Inputs will be provided over the period from December 2019 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.

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 general activities and duties will be related to the all EU PPF6 sub-projects:

- Preparation of parts of Project documentation as required by Project Steering Committee (e.g., project designs, feasibility studies, EIAs, CBAs, etc.);
- Preparation of parts of Tender documentation for the selected Projects;

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-projects;
- Data collection reports;
- Preparation of technical documentation (Studies/Design/Tender documentation);
- 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 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 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 Team Leader for guidance.

Expert Profile:

Qualifications and skills: (25 points)

- University degree in Civil Engineering;

- Professional level of English, both spoken and written;
- Computer literacy (Auto-Cad design and MS Office applications);

General professional experience: (25 points)

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 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 3rd of December 2019, 16:00 hrs, titled: "Application for the position – Senior Civil 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.