



**Technical Assistance to the Serbian Authorities  
for the Management of Pre-Accession Assistance**

EuropeAid/133788C/SER/RS



**CALL FOR NON-KEY SHORT TERM EXPERTS**

The EU funded project “TA to the Serbian Authorities for the Management of Pre-Accession Assistance EuropeAid/133788C/SER/RS” is opening a **Call for Expression of Interest** for the creation of a pool of senior and junior **non-key experts** for short-term assignments in the course of Project implementation in the following fields of expertise:

- 1) Public Procurement (services, supplies, works), Grants and Twinning contracts
- 2) Contract Management (Services, Supplies, Works), Grants - IPA Component I and IPA Component II-CBC IIb, Twinning)
- 3) Financial Management and Control
- 4) Instrument for Pre-accession Assistance for Agriculture and Rural Development (IPARD)-IPARD Agency
- 5) Irregularity Management
- 6) Legal expert
- 7) Human Resources and Soft Skills
- 8) Training –Curricula Development
- 9) Monitoring & Evaluation
- 10) IT
- 11) Antifraud Coordination
- 12) Internal Control

**The Projects Overall objective** is to assist the Serbian administration to effectively manage EU pre-accession assistance in order to accelerate preparations for EU membership.

**The Project purpose is:** 1) Sound financial management and absorption of the EU pre-accession funds within current and new financial perspective; 2) To strengthen the capacity of the NF and OSs under DIS.


The Contract has been awarded by European Union, represented by the European Commission (Contracting Authority of the Project), on behalf of and for the account of Serbia as beneficiary country to the consortium led by Ecorys Nederland BV, Eptisa Servicios de Ingeniería, S.L.; Spain and EPCCO d.o.o. The Project commenced in March 2014 and its duration is 24 months.

**General Qualifications and Skills required for Senior Experts (all positions):**

- A bachelor degree in management, economics, public administration, law, engineering, IT or other related field (where the bachelor degree has been awarded on completion of minimum 3 years of study in a university or equivalent institution), or 7 years’ experience in the area related to the assignment. A Master/PhD in above mentioned disciplines is an advantage;
- Good knowledge of internal control standards;
- Good training skills;
- Fluency in written and spoken English;
- Good communication and reporting skills.



This project is funded by the European Union

**ECORYS**  A project implemented by Ecorys in consortium with EPTISA and EPCCO; Project office: Ministry of Finance; Kneza Miloša 20/37, Belgrade; Tel: +381 11 3642 678



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### **General Professional Experience required for Senior Experts**

- Minimum of 7 years professional experience
- Minimum 2 years of working experience with/for National Fund/Operating Structures/Implementing Agencies for decentralized implementation of EU funds;
- Experience in drafting legal frame, operational procedures for implementation of projects (pre-accession assistance);
- Experience in training/on-the job support to bodies involved with implementation of donor funded projects

### **Additional Specific Expertise/Knowledge required per area of assignment:**

- 1) **Public Procurement** – extensive experience in procurement of Services, Supplies, Works, Grants and Twinning contracts – good knowledge of PRAG, (FIDIC for Works contracts), Twinning Manual, practical experience in working / supporting Operating Structures/Implementing Bodies for the managing pre-accession assistance (preferably IPA), designing/implementing training courses;
- 2) **Contract Management** - extensive experience in managing/implementing Service, Supplies, Works contracts, Grants (similar to IPA Component I and IPA Component II - CBC IIb) and Twinning contracts. Practical knowledge on rules for implementation of contracts, monitoring achievement of outputs, results, verification of costs, contracts' amendments, etc. Experience in elaborating Manuals of procedures, good understanding of IPA accreditation criteria is an asset. Proven experience in designing/implementing training courses;
- 3) **Financial Management and Control** – extensive experience in financial management and control systems for the management of pre-accession funds (preferably IPA), incl. budgetary planning – forecasting, implementation and reporting of the NF budget in line with EU requirements, monitoring of Procurement Plan, Contracts register, debtors ledger; monitoring and control of application/requests for payments, preparation of financial reports, verification of costs / certification of expenditures and preparation of Statement of Assurance, recovery of funds, monitoring OS accreditation; execution, documentation and follow up of on-the-spot checks; irregularities managements; execution of payments, etc. Proven experience in designing/implementing training courses;
- 4) **Instrument for Pre-accession Assistance for Agriculture and Rural Development (IPARD)** - expertise in supporting IPARD bodies in the process for application for the CoM decision/accreditation process, elaboration of Action plans and mitigating measures for addressing Auditors' findings, design and preparation of manuals of procedures for IPARD Agency and inter-institutional arrangements between IPARD Operating Structure Bodies/NAO/NIPAC. Proven experience in designing/implementing training courses.
- 5) **Irregularity Management** – experience in work/implementing assignments related to prevention, detection and reporting on irregularities related to protection of EU financial interests. Elaboration of manuals of procedures related to management of irregularities, prevention of corruption and fraud. Proven experience in designing/implementing training courses.
- 6) **Legal Expert** - experience in elaboration of inter-institutional arrangements for implementation of pre-accession assistance, by-laws regulating implementation of IPA Framework and Financing/Sectoral Agreements, good understanding of IPA Accreditation criteria, conversant with the Serbian public administration law.
- 7) **HR and Soft Skills Expert** - experience in designing Workload Analysis, job descriptions, systematisation acts, Training needs assessment and Training Plans. Proven experience in designing/implementing training courses on team building, negotiations, time management, presentation skills, etc.
- 8) **Training** – experience in preparation of Training Curricula, preferably related to IPA Internal Control standards. The Training Curriculum is to be developed on the basis of training materials, prepared by other short-term experts.



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- 9) **Monitoring & Evaluation** - hands-on experience in monitoring & evaluation of EU supported projects/programmes (preferably IPA), elaboration, monitoring and reporting of system of indicators, preparation of annual and final reports on Programme implementation, execution of projects/programme evaluations (design of evaluation methodology, preparation of evaluation reports, follow-up on evaluation reports). Good understanding of Result Orientated Monitoring, (based on EU methodology). Proven experience in designing/implementing training courses in M&E.
- 10) **IT** - experience in creation of database and platforms for data collection and exchange, accessible through Internet, knowledge of interface/working procedures of IT departments of Serbian public administration is advantage.
- 11) **Antifraud Coordination** - experience in strengthening AFCOS and operational activities of AFCOS incl. revision/development of legal frame, capacity assessment and recommendations for improving the efficiency of irregularities officers network, management/investigation of irregularities and setting up of adequate methods on coordination, prevention and reporting fight against fraud and corruption with regard to protection of EU financial interests. Expertise in staff capacity building through trainings/ on-the job support.
- 12) **Internal Control** – in-depth knowledge and experience of EU internal control systems/audits in the public sector (IPA experience is an advantage). Good understanding of the process of issuing management declarations, statement of assurance regarding achievement of various management objectives, such as adequate management and control systems, legality and regularity of transactions. Proven experience in design and delivery of trainings.

### **General Qualifications and Skills required for Junior Experts (all positions)**

- A bachelor degree in management, economics, public administration, law, engineering, IT or other related field (where the bachelor degree has been awarded on completion of minimum 3 years of study in a university or equivalent institution);
- Good knowledge of internal control standards;
- Good training skills;
- Fluency in written and spoken English, Serbian language will be an advantage;
- Good communication and reporting skills.

### **General Professional Experience required for Junior Experts (all positions)**

- Minimum of 3 years professional experience;
- Minimum 2 years of working experience with/for National Fund/Operating Structures/Implementing Agencies for management of public funds;
- Experience in drafting legal frame / operational procedures for implementation of projects (pre-accession assistance is advantage);
- Experience in training/on-the job support to bodies involved with implementation of EU funded projects (pre-accession assistance in an advantage).

### **Specific qualifications required per field of expertise/expert, activities to be performed, are specified below:**

- See the specific qualifications as elaborated above for the Senior STE.

Candidates are encouraged to apply for more than one position should they qualify, according to the published required skills/qualifications. Please, clearly indicate in your application the position(s) you apply for.

Candidates shall submit a CV in **English** in Europass format, indicating clearly their field(s) of expertise and projects they worked (not lengthier than 3 pages). Applications shall be submitted not later than **4<sup>th</sup> July 2014**, by an e-mail to EPTISA SEE recruitment team at [eptisasee.recruitment.team@eptisasee.com](mailto:eptisasee.recruitment.team@eptisasee.com)

The experts with relevant experience (CV's) will be shortlisted and included in a 'pool of experts'. The pre-selected candidates will be contacted in the course of Project implementation, as the needs arise. Detailed ToR for implementation of short-term assignments/missions from 10-20 days per mission will be sent to the short-listed candidates.



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Selected experts will be requested to provide copies of diplomas and relevant work certificates, as well as Statement of Availability.

Experts must be independent and free from conflicts of interest within the activities to be performed, as elaborated in ToR.

Civil servants/public officials and other staff of the public administration of the Beneficiary country cannot be recruited as experts.

Applications not responding to above requirements / criteria, or not following the application process will not be taken into consideration.

**Protection of personal data**

The applicants' personal data are processed as required by Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data (Data Protection Directive), OJ 1995 L 281.

**The Project is an equal opportunities Employer.**