



## EU for Natura 2000 in Serbia

### VACANCY ANNOUNCEMENT

#### Non-Key experts required for the EU funded project “EU for Natura 2000 in Serbia” – 4 positions

The project “EU for Natura 2000 in Serbia” is funded by the European Union, managed by the Delegation of the European Union to the Republic of Serbia, and implemented by a consortium led by Eptisa Southeast Europe d.o.o. Main institutional beneficiaries of the project are the Ministry of Environmental Protection and Institute for Nature Conservation of Serbia. The overall objective of the project is to assist the Republic of Serbia to carry out preparation for establishment of Natura 2000 network, in context of the preparation for EU accession. The project will be implemented in the period May 2019 – May 2021, and includes 5 main results:

1. Designation process for potential SPAs and pSCIs substantially completed, according to the Birds and Habitats Directives, for Natura 2000 network;
2. Information System, Database and GIS for Natura 2000 developed;
3. Harmonization of national legislation with EU directives related to nature protection revised and completed;
4. Technical and administrative capacity for implementation of nature protection legislation strengthened;
5. Public awareness campaign for Natura 2000 implemented.

To complement its team of experts for the project, Eptisa Southeast Europe is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the following positions:

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#### SENIOR NON-KEY EXPERTS

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##### POSITION 1: SENIOR NON-KEY EXPERT FOR BIRD SPECIES

###### 1. OVERALL PURPOSE OF THE ASSIGNMENT

Senior bird species non-key expert will contribute to the objectives of the project by reviewing existing information; carrying out desktop analyses on bird species; carrying out and supervising field work on bird species; developing criteria for potential SPA; contributing to the selection of potential Natura sites; deciding on boundaries of sites; preparing training plans (short-term, long-term); implementing short-term training plan; providing inputs to the institutional development plan and assisting the Key Expert 2 in the field of Bird species.

###### 2. SCOPE OF WORK

The expert will be engaged within Result 1, 2 and 5 of the project (Result 1 – Designation process for potential SPAs and pSCIs substantially completed according to the Birds and Habitat directives, for Natura 2000 network; Result 2 – Information system, Data base and GIS for Natura 2000 is developed; Result 4 – Technical and administrative capacity for implement of nature protection legislation strengthened; Result 5 - Public awareness campaign for NATURA 2000 is implemented) and within the following project activities with reference to the project ToR:



## EU for Natura 2000 in Serbia

- **Result 1 - Tasks 1, 2, 3, 4 and 5.1:**
  - collecting, reviewing and assessing existing information relevant for IBAs and SPAs, describing the current state and gaps, and taking measures to fill the gaps in baseline information;
  - revising the existing list of IBAs and proposing a selection of sites for further field work;
  - preparing a proposal for further field survey work on the selected sites of birds;
  - preparing a list of important bird species;
  - preparing distribution maps for bird species if needed;
  - undertaking field survey work for identified bird species in the country;
  - undertaking field survey work for selected IBAs and other locations with potential of SPAs;
  - developing draft national SPA selection criteria based on the IBA selection criteria;
  - preparing a list of selected sites (SPAs) with defined boundaries;
  
- **Result 2 - Tasks 1 and 3:**
  - determination of the gaps in availability of data;
  - definition of the training needs for all future users of the N2K IS;
  - necessary data attribute harmonization;
  
- **Result 4 – Task 2 only contribution:**
  - implementing short-term training plan for Natura 2000 stakeholders;
  
- **Result 5 - Tasks 1 and 2 only contribution:**
  - In the implementation of the Communication and Visibility Strategy for the project, with all the elements required;
  - In planning, organization and participation of workshop, events and other activities foreseen in the Communication and Visibility Strategy for the project.

### 3. SPECIFIC ACTIVITIES AND OUTPUTS

The tasks of the expert include the following:

- contribute to preparation the Assessment Report on existing information with regards to Natura 2000;
- contribute to complete the Reference List of Serbia of bird species listed in Annex I of the Birds Directive and other migratory birds regularly occurring in Serbia;
- elaborate the List of bird species with distribution maps including their habitats and sites in need for further field work;
- elaborate the Plans for further field work on bird species with relevant methodologies;
- contribute to preparation of the Proposal of at least 80 % of SPAs, according to Birds Directive, for NATURA 2000 Network with draft boundaries;
- contribute to complete Standard Data Form Natura 2000 data form for selected sites and update of National Information System for Biodiversity with collected data;
- participate on workshops during the project in close cooperation with Contracting Authority and Beneficiaries;



## EU for Natura 2000 in Serbia

- contribute to preparation the Assessment Report on actual needs for IT system for NATURA 2000;
- contribute to description of all national data resources relevant for nature protection;
- contribute to preparation of training plans;
- provide inputs for project progress reports;
- contribute to the overall achievement of Result 1.

#### 4. WORK RELATIONSHIPS / REPORTING

The expert will directly report to the Key Expert 1 Team Leader / Natura 2000 Expert and to the Key Expert 2 Deputy Team Leader / Habitat and SPA Expert.

The expert will deliver 1-page monthly reports in English language that will be attached to the expert's draft monthly timesheet.

Performance of the task will be assessed by the Team Leader.

#### 5. LOCATION AND TIMING

This assignment shall be implemented in Belgrade, Serbia, in the tentative period from August 2019 – March 2021. The assignment is foreseen to take up to **50 working days**, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case that the project activities are implemented outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

#### 6. REQUIREMENTS

##### Qualifications and Skills

- University degree (or equivalent) in Biology/Ecology or equivalent of 7 (seven) years relevant experience above the general experience required below;
- Excellent communication, reporting and teamwork skills;
- Fluency in written and spoken Serbian will be asset;
- Fluency in written and spoken English;
- Good writing and editing skills in English;
- Computer literacy.

##### Professional Experience

- At least 7 years of experience of general professional experience in the field of ornithology
- Proven experience (at least 7 years) in performing at least 2 project(s) related to birds' identification and inventory;
- At least 7 (seven) years general experience relevant to nature sector in the Western Balkans;
- Proven experience (at least 7 years) in data collection, systematization and inventory of birds – at least 5 papers/projects;
- Previous experience in sector of environment and nature protection will be considered an advantage;
- Previous experience in working with state administration and/or public institutions will be considered an advantage in working with state administration and/or public institutions will be considered an advantage.



## EU for Natura 2000 in Serbia

### POSITION 2: SENIOR NON-KEY EXPERT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS)

#### 1. OVERALL PURPOSE OF THE ASSIGNMENT

The Senior Non-Key GIS Expert will contribute to achievement of the project results by providing expertise in business analysis and development of GIS systems, specifically by participating in analysis of existing information systems of the beneficiary institutions and establishing the technical infrastructure of the future Natura 2000 IS, all in accordance with the project Terms of Reference, accepted proposal and the Biodiversity Information Management and Reporting Guidelines for South East Europe.

#### 2. SCOPE OF WORK

The expert will be primarily engaged within Result 2 of the project (Information system, database and GIS for Natura 2000 developed) and within the following project activities, with reference to the project ToR:

- Task 1. Assessment on actual needs for IT system for NATURA 2000.
- Task 2. Development of NATURA 2000 Information System.
- Task 3. Harmonization of existing national repositories relevant for nature protection.

#### 3. SPECIFIC ACTIVITIES AND OUTPUTS

- Activity 2.2. Characterization of the users in the field, understand their requirements and needs.
- Activity 2.3. Determination of the gaps in availability of data.
- Activity 2.4. Assessment on currently used ICT solutions.
- Activity 2.5. An assessment of the needs for technical data.
- Activity 2.7. NATURA 2000 IS design (in line with INSPIRE guidelines).
- Activity 2.12. Necessary data attribute harmonization.

#### 4. WORK RELATIONSHIPS / REPORTING

The expert will work closely with and report to the Key expert 3 – IT expert.

The expert will deliver 1-page monthly reports in English language that will be attached to the expert's draft monthly timesheet.

Performance of the task will be assessed by the Team Leader of the project.

#### 5. LOCATION AND TIMING

This assignment shall be implemented in Belgrade, Serbia, in the tentative period August 2019 – May 2021. The assignment is foreseen to take up to **70 working days**, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case that the project activities are implemented outside of Belgrade, costs of travel from/to Belgrade, accommodations and meals will be covered by the project.

#### 6. REQUIREMENTS

##### Qualifications and Skills



## EU for Natura 2000 in Serbia

- University level degree in Computer science or engineering, information and communication technologies or other relevant technical science, or equivalent of 7 (seven) years relevant experience above the general professional experience required;
- Fluency in written and spoken English;
- Computer literacy;
- Excellent communication and teamwork skills;
- ESRI ArcGIS desktop certificate;
- Spatial database implementation certificate;
- GeoServer certificate will be considered an advantage;
- Fluency in written and spoken Serbian or Croatian language will be considered an advantage.

### Professional Experience

- At least 7 years of experience related to the development of database management and design/development of web-based management information systems related to nature protection (biodiversity);
  - At least 7 years of experience related to technical solutions for GIS habitats/species mapping in the context of establishing Natura 2000 information system;
  - At least 1 project of desktop GIS software design and/or development;
  - At least 1 project implemented on ESRI ArcGIS technology;
  - Demonstrated working knowledge of INSPIRE directive and experience in implementation of the directive and appropriate services in at least one-member state or candidate;
  - Previous work experience on OGC spatial data and metadata services will be considered an advantage;
  - Demonstrated working knowledge of spatial data and metadata server administration will be considered an advantage;
  - Previous experience with open source GIS technologies will be considered an advantage.
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## EU for Natura 2000 in Serbia

### POSITION 3: SENIOR NON-KEY INSTITUTIONAL AND CAPACITY BUILDING EXPERT

#### 1. OVERALL PURPOSE OF THE ASSIGNMENT

The Senior Institutional and Capacity Building Expert will assist with institutional analysis and building up technical and administrative capacity for the implementation of nature protection in Serbia. These activities will be reflected in short- and long-term training plans that should be implemented during the project execution and also support to assess further institutional needs for the long-term Natura 2000 implementation and management.

#### 2. SCOPE OF WORK

The expert will be engaged within the following project activities (with reference to the project ToR):

- **Result 1:**
  - support to organisation of the workshops, if required;
- **Result 3:**
  - support to gap assessment evaluation and legal harmonization;
- **Result 4:**
  - **Task 1:** preparation of a training plan for administrative capacities;
  - **Task 2:** implementation of short-term training plan;
  - **Task 3:** drafting and support to implementation of three pilot management plans in three selected sites, and project pipeline development;
- **Result 5:**
  - support to preparation and implementation of public information and consultations programme.

#### 3. SPECIFIC ACTIVITIES AND OUTPUTS

- Assessment Report on existing information and institutional framework with regards to Natura 2000 completed;
- At least 2 workshops during the project in close cooperation with Contracting Authority and Beneficiaries organized;
- Plan for strengthening the administrative capacity for implementation of NATURA 2000 prepared, with a short-term and long-term training plans;
- Workshop organized with 30-50 participants to present the plan for strengthening the administrative capacity for Natura 2000 and the long-term and short-term training plans;
- At least three training events held with 50-70 participants each to implement the short-term training plan;
- Contribution to gap assessment evaluation and legal harmonization;
- Contribution to Guidelines for Natura 2000 site management plans, including templates for management plans;
- Contribution to the project pipeline with at least 10 projects in the field of biodiversity prepared;
- Two consultation meetings about the proposed project pipeline held with project partners;
- Contribution to public information tools and Web portal on Natura 2000;
- Overall support to the project team in context of the institutional/stakeholder framework;
- Inputs for progress reporting.

## EU for Natura 2000 in Serbia

### 4. WORK RELATIONSHIPS / REPORTING

The expert will directly report to the Key Expert 1 - Team Leader

The expert will deliver 1-page monthly reports in English language, that will be attached to the expert's draft monthly timesheet.

Performance of the task will be assessed by the Project Director.

### 5. LOCATION AND TIMING

This assignment shall be implemented in Belgrade, Serbia, in the tentative period from July 2019 – March 2021. The assignment is foreseen to take up to **50 working days**, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case that the project activities are implemented outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

### 6. REQUIREMENTS

#### Qualifications and Skills

- University (or equivalent) degree, or equivalent of 7 (seven) years relevant experience above the general experience required below;
- Excellent communication, reporting and teamwork skills;
- Fluency in written and spoken Serbian;
- Fluency in written and spoken English;
- Good writing and editing skills in Serbian and English;
- Computer literacy.

#### Professional Experience

- At least 7 years of general professional experience in the field of institutional management and/or coordination, and/or training needs assessment and capacity building (or equivalent);
  - Previous experience related to EU-funded projects (or equivalent) will be considered an advantage;
  - Previous experience in sector of environment and/or nature protection in the Western Balkans will be considered an advantage;
  - Previous experience in working with state administration and/or public institutions will be considered an advantage.
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## JUNIOR NON-KEY EXPERTS

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### POSITION 4: JUNIOR NON-KEY EXPERT FOR BIRD SPECIES

#### 1. OVERALL PURPOSE OF THE ASSIGNMENT

The Junior Bird Species Expert shall contribute to the project objectives by reviewing existing information; helping in the desktop analyses on bird species; carrying out field work on bird species; contributing to the development of criteria for potential SPA and the selection of potential Natura sites; providing inputs to institutional development plan and cooperating with the Senior Non-Key Expert for Birds species in the field of Bird species preparations.

#### 2. SCOPE OF WORK

The expert will be engaged within Result 1 of the project (Result 1 – Designation process for potential SPAs and pSCIs substantially completed according to the Birds and Habitat directives, for Natura 2000 network) and within the following project activities with reference to the project ToR:

- **Result 1 - Tasks 1, 2, 3 and 5.1:**
  - collecting, reviewing and assessing existing information relevant for IBAs and SPAs, describing the current state and gaps, and taking measures to fill the gaps in baseline information;
  - revising the existing list of IBAs and proposing a selection of sites for further field work;
  - preparing a proposal for further field survey work on the selected sites of birds;
  - preparing a list of important bird species;
  - preparing distribution maps for bird species if needed;
  - undertaking field survey work for identified bird species in the country;
  - undertaking field survey work for selected IBAs and other locations with potential of SPAs;
  - developing draft national SPA selection criteria based on the IBA selection criteria;
  - preparing a list of selected sites (SPAs) with defined boundaries.

#### 3. SPECIFIC ACTIVITIES AND OUTPUTS

The tasks of the expert include the following:

- contribute to preparation the Assessment Report on existing information with regards to Natura 2000;
- contribute to complete the Reference List of bird species in Serbia listed in Annex I of the Birds Directive and other migratory birds that regularly occur in Serbia;
- elaborate the list of bird species with distribution maps including their habitats and sites in need for further field work;
- elaborate the Plans for further field work on bird species with relevant methodologies;





## EU for Natura 2000 in Serbia

- contribute to preparation of the Proposal of at least 80 % of SPAs, according to Birds Directive, for NATURA 2000 Network with draft boundaries;
- contribute to complete Standard Data Form Natura 2000 data form for selected sites and update of National Information System for Biodiversity with collected data;
- participate on workshops during the project in close cooperation with Contracting Authority and Beneficiaries;
- provide inputs for project progress reports;
- contribute to overall achievement of Result 1.

### 4. WORK RELATIONSHIPS / REPORTING

The expert will directly report to the Key Expert 1 Team Leader / Natura 2000 Expert and to the Key Expert 2 Deputy Team Leader / Habitat and SPA Expert.

The expert will deliver 1-page monthly reports in English language that will be attached to the expert's draft monthly timesheet.

Performance of the task will be assessed by the Team Leader.

### 5. LOCATION AND TIMING

This assignment shall be implemented in Belgrade, Serbia, in the tentative period from August 2019 – March 2021. The assignment is foreseen to take up to **35 working days**, subject to extension (in activity scope, time period, and/or duration) as needed by the project.

In case that the project activities are implemented outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

### 6. REQUIREMENTS

#### Qualifications and Skills

- University degree (or equivalent) in Ornithology/Biology/Ecology, or equivalent of 5 (five) years of relevant experience above the general experience required below;
- Excellent communication, reporting and teamwork skills;
- Fluency in written and spoken Serbian;
- Fluency in written and spoken English;
- Computer literacy.

#### Professional Experience

- At least 3 years of experience of general professional experience in the field of ornithology;
- Proven experience (at least 3 years) in performing at least 1 project related to birds' identification and inventory;
- At least 3 (three) years general experience relevant to Balkans Nature;
- Proven experience (at least 2 years) in data collection, systematization and inventory of birds – at least 2 papers/projects;
- Previous experience in sector of environment and nature protection will be considered an advantage;
- Previous experience in working with state administration and/or public institutions will be considered an advantage.



## EU for Natura 2000 in Serbia

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### HOW TO APPLY

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- If your profile matches the criteria listed above, please send your updated **EU format CV (maximum of 5 pages) in English** to the following email address: [info@natura2000.rs](mailto:info@natura2000.rs);
- email subject: **number and title of the position you are applying for**;
- Deadline for submission of applications is **July 26<sup>th</sup>, 2019**.

**Note:** More detailed job description, exact duration (number of working days) and starting date for each position depend on the project needs and will be discussed with the shortlisted candidates only.

Only shortlisted candidates will be contacted and asked to provide corresponding certificates proving their education and professional experience.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, can only be approved to work as experts if well justified. The justification should be submitted with the CV and shall include proof that the candidate is seconded or on personal leave