



EU SUPPORT TO ACTIVE YOUTH INCLUSION

Vacancy Announcement

**Senior Non-Key Grant Scheme Management and Procurement Expert required for the EU funded project
“Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored
Services”
(EuropeAid/139368/IH/SER/RS)**

1.1 PROJECT BACKGROUND

The project “**Technical Assistance to Support Social Inclusion of Youth through Innovative, Integrated and Tailored Services**” is funded by the European Union, managed by the Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) and implemented in Serbia by EPTISA Southeast Europe d.o.o. Main institutional beneficiaries of the project are the Ministry of Labour, Employment, Veteran and Social Affairs, and the Ministry of Youth and Sports.

The overall objective of the project is to increase employment especially of youth through enhancing youth activity, early acquisition of work experience and entrepreneurship practices and activation of social policy and welfare beneficiaries, including support to the implementation of an EU funded grant scheme” Development of innovative integrated youth tailored services and active inclusion models” (EuropeAid/159572/ID/ACT/RS)

The results to be achieved are:

Result 1: Beneficiary Institutions and Contracting Authority successfully managed Grant Scheme (“Development of innovative, integrated youth tailored services and active inclusion models”) and increased overall capacities for efficient grant management;

Result 2: Capacities of local grant beneficiaries in managing of EU funded projects strengthened;

Result 3: Capacities and ownership of relevant ministers and stakeholders for further development of innovative national youth employability and social inclusion policy framework increased.

The project is implemented in the period February 2019 – June 2021.

1.2 OBJECTIVES OF THE ASSIGNMENT:

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 Senior Non-Key Grant Scheme Management and Procurement Expert position.

The assignment will contribute to achievement of the project results by providing expertise in grant management and procurement matters. This will be achieved through: participation in the technical assistance activities aimed at management of the Grant Scheme and supported projects; direct support to Beneficiary Institutions in Grant Scheme management and to the grant beneficiaries in implementing supported projects, including (but not limited to) general implementation rules, reporting and procurement matters; participation in planning and implementation of the foreseen capacity building and communication activities.

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



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- Activity 1.1.1 Support to Beneficiary Institutions in conducting risk assessment of Grant contracts and designing On-the-spot visits plan;
- Activity 1.1.2. Support to Beneficiary Institutions in preparation for implementation of the On-the-spot visits;
- Activity 1.1.3. Support to Beneficiary Institutions in implementation and reporting of at least two On-the-spot visits per each Grant Contract;
- Activity 1.1.4. Support to Beneficiary Institutions in assessment of the Interim and Final reports of each Grant Contract;
- Activity 1.1.5. Support to Beneficiary Institutions in assessment of requests for contract modifications;
- Activity 1.2.2. Development of the capacity building plan and methodology for increasing capacities of the Beneficiary Institutions in the area of grant management;
- Activity 1.2.3. Conducting of the capacity building programme for the Beneficiary Institutions in line with available human resources and adequate time allocations;
- Activity 1.2.4. Development of internal guidelines and relevant procedure documents for Beneficiary Institutions based on the needs assessed;
- Activity 2.1.1. Conduction of needs assessment of the capacities of the Grant Beneficiaries (including all local Beneficiaries of the action) and production of relevant reports;
- Activity 2.1.2. Development of capacity building programme based on the conducted needs assessment including using a detail overview of the methodology and related time-frame;
- Activity 2.1.3. Implementation of capacity building programme for the local grant beneficiaries;
- Activity 2.1.4. Ensuring on-the-job coaching support to Grant Beneficiaries in minimum of 8 hours per project, per request by Grant Beneficiary;
- Activity 2.1.5. Establishing of help-desk service for Grant Beneficiaries with clear indication on accessibility of service (timing, duration, methods of work etc.);
- Activity 2.2.1. Mentorship support in project implementation per each project in minimum duration of 16 hours;
- Participation in technical assistance project events, as required

Specific Activities and Outputs

- Beneficiary Institutions supported in risk assessment of Grant contract and subsequent planning of on-the-spot checks;
- On-the-spot checks planned and realised according to the requirements. The expert shall participate in the on-the-spot checks for specific projects when required;
- Beneficiary Institutions supported in assessment of Grant contract modifications as well interim and final reports of the grant beneficiaries;
- Training planned and completed for Beneficiary Institutions in management and procurement rules and procedures for successful management of EU-funded grant schemes;
- Participated in developing internal guidelines and relevant procedure documents for grant management for Beneficiary Institutions, as inputs for the Grant Management Manual;



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- Training events for grant beneficiaries planned and implemented, and related materials prepared according to the capacity building plan;
- Mentorship support plan prepared and implemented for the grant beneficiaries;
- Ongoing support provided to Beneficiary Institutions and grant beneficiaries, through the support channels established as part of the technical assistance project (including. the help-desk, on the job support, mentoring);
- Inputs provided for Quarterly progress, 6-month Progress, and Final reports.

The expert is expected to:

- Receive instructions from and report to Key Experts 1 and 2;
- Deliver 1-page monthly reports in English language on every last workday of the month s/he worked. The report will be attached to the expert's draft timesheet

1.3 EXPERT PROFILE:

For the position Senior Non-Key Grant Scheme Management and Procurement Expert the following minimum qualifications and skills are required:

- University degree in a relevant field;
- Excellent communication and reporting skills;
- Good writing and editing skills in Serbian and English;
- Fluency in written and spoken English;
- Computer literacy.

Professional Experience required:

- At least 7 of years post-graduate experience in relevant fields of work;
- Previous experience in EU-funded projects;
- Previous experience in overall management and/or procurement and finance matters related to EU-funded grant schemes;
- Work with or for local grant beneficiaries will be considered an advantage.

1.4 DURATION AND LOCATION:

This assignment shall be implemented in the Republic of Serbia in the tentative period beginning of June 2020 to end of June 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.



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In case of activities requiring travel and/or stay outside of Belgrade, costs of travel, accommodations and meals will be covered by the project.

1.5 APPLICATIONS:

How to apply:

- If your profile matches the criteria listed above, please send your updated EU format CV in English to the following email addresses: info@ukljucivanjemladih.rs and projekti@minrzs.gov.rs
- Email subject: name and number of the position you are applying for;
- Deadline for submission of applications is **31 May 2020**.

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 prove that the candidate is seconded or on personal leave.