



## TERMS OF REFERENCE

- A. Job title:** Consultant: drafting the National Road Map for DIS for the IPA Components III and IV
- B. Type of position:** International
- C. Post Reference:** MNE/10/045
- D. Duty Station:** Podgorica, Montenegro
- E. Bureau/Office:** UNDP Montenegro/ Government of Montenegro
- F. Duration of appointment:** seven days
- G. Contract type:** Special Service Agreement
- H. Deadline for Application:** Tuesday, 6th July, 2010, CoB.

### i. Background

The Capacity Development Programme (CDP) has been successfully operating since September 2003 as a partnership between the Government of Montenegro, the Foundation Open Society Institute (FOSI-ROM) and the UNDP. During the first phase CDP successfully provided selected pilot ministries with relevant expertise to help them (including the Ministry responsible for European Integration) to make necessary structural adaptations, undertake on-the-job training, develop consultative procedures, employ new technology, and make international connections that render access to additional expertise in future more self-sustaining and needs-driven.

The second phase of CDP started in February 2007, following a formal request from the Deputy Prime Minister for European Integration (DPM EI) to assist the Government of Montenegro in meeting its strategic priorities for the European Integration and associated public administration reforms. During the second phase, priority is given to strengthening of administrative capacities for implementation of the Stabilization and Association Agreement and introduction of new coordination machinery and personnel at the centre of government. In the next phase, from March 2010 onwards, CDP is focused on assisting the Montenegrin administration to fully meet requirements for preparation to EU membership.

The EC has established in July 2006 the Instrument for Pre-Accession Assistance (referred to as IPA). The IPA replaces the 2000-2006 pre-accession financial instruments (PHARE, ISPA, SAPARD, Turkey pre-accession instrument) as well as the financial instrument for the Western Balkans: CARDS. IPA consists of five components: IPA I - Institution Building and Transition Assistance, IPA II - Cross-Border Cooperation, IPA III - Regional Development, IPA IV - Human Resources Development and IPA V - Rural Development. Annexes of the Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) divide the beneficiary countries into two categories: candidate countries, which are Croatia, Turkey and the former Yugoslav Republic of Macedonia, and potential candidate countries, which are Albania, Bosnia and Herzegovina, Montenegro and Serbia. IPA I and IPA II apply to both potential candidate and candidate countries while components III, IV and V apply only to candidate countries.

There are four methods of management of EU funds (i.e. centralized, decentralized management (DIS), shared management and joint management with international organizations) and more generally the implementation of the budget of the EU are defined in articles 53-57 of the Financial Regulation. In accordance with the IPA Implementing Regulations, “decentralized management of funds should be applied, where possible with a view to enhancing ownership of the management of assistance by the beneficiary countries”. The EU regulations related to IPA were released at the same time as the set of new regulation for Structural / Cohesion Funds which profoundly modifies the rules of the EC in direct relation with systems of control of the related funds.

In 2008, the Government of Montenegro initiated the activities towards the establishment of a Decentralized Implementation System for the management of the European Union funds in Montenegro. As the first step, the Information on the Decentralized Implementation System (DIS) Establishment, including an Indicative Planning Framework, was adopted by the Government of Montenegro in February 2008. Subsequently, the Government undertook a number of activities aimed to achieve the final goal – conferral of management powers for the EU funds to the national authorities. In January 2009, the Government adopted the Information on the second phase of the Decentralized Implementation System establishing the management of EU funds in Montenegro, in addition to an Action Plan for the conferral of management powers under the IPA Components I and II. In October 2009, the Government adopted Information on the activities which have been realised in the process of establishment of the Decentralised Implementation System for the management of EU funds in Montenegro, accompanied by the updated Action Plan for the Conferral of Management of IPA funds for the component I and II (National Road map for the introduction of DIS for the IPA component I and II). Last updated version of Action plan for DIS for I and II IPA component has been adopted in March 2010 when Government adopted Information on the preparatory activities establishing the Decentralized Implementation System for the management of EU funds in Montenegro (DIS), including an updated Action Plan for the Conferral of Management Powers for the EU funds under the IPA I and IPA II Component (National Road Map for the Establishment of DIS for the IPA Components I and II).

Following a joint mission of the European Commission Directorates-General for enlargement, regional policy, employment and agriculture, and the suggestions provided by the members of the Directorates-General, in December 2009 the Government adopted the Overall Action Plan of the Government of Montenegro for IPA Components Regional Development and Human Resource Development.

The Road Map of the European Commission for introduction of DIS foresees that each beneficiary country of the IPA funds has to go through five clearly defined phases:

- Phase 0 - *Establishment of the Management and Control System;*
- Phase 1 - *Gap Assessment;*
- Phase 2 - *Gap Plugging;*
- Phase 3 - *Compliance Assessment;*
- Phase 4- *National Accreditation and Submission of Application for Conferral of Management Powers*
- Phase 5 - *Preparation for Commission Decision.*

The same principles apply to development of National Road Map of DIS for the IPA Components III and IV. Therefore, CDP is seeking an International Consultant who will in cooperation with the Government structure develop the National Road Map of DIS for the IPA Components III and IV.

## **ii. Duties and Responsibilities**

*Objective of the Assignment:* The Short-term International Consultant will be engaged to develop the National Road Map for DIS for the IPA Components III and IV. The Consultant will guide the relevant

Government structures through the process, explaining in details the requirements for all five defined phases and in cooperation with the structures, he/she will develop the National Road Map.

*Job Content:* The overall responsibility of the consultant is to:

- Review all relevant documents, which will be provided by CDP
- Conduct two days visit to Montenegro to meet with the key players, including National IPA Coordinator [NIPAC], Competent Accrediting Officer [CAO], National Authorizing Officer [NAO], National Fund [NF], Operating structure(s) by IPA component or programme [OS], Programme authorizing officers [PAO], Senior programme officers [SPO], Audit Authority [AA], CBC Coordinator, Strategic Coordinator for III and IV component
- Draft National Roadmap for DIS for the IPA Components III and IV
- Submit a report that will outline the findings and provide recommendations.

*Timing of the work:* For the requested task the consultant will be given seven working days: two days for preparation, four days for the execution and one day for reporting in the period from July 15- July 25, 2010.

### **iii. Competencies:**

- Demonstrated knowledge, and relevant experience in Civic Education Strategy and CSO Capacity Development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients.
- Good team player, self starter, has ability to work under minimum supervision and maintain good relationships

### **iv. Qualifications and expertise**

- University degree and minimum of 5 years of professional experience is required, longer professional experience is advantage;
- Proven expertise and experience in the field of European integration, pre-accession and accession process and managing of EU funds preferably with working experience in the region of South-East Europe;
- Expertise on EU pre-accession financial instruments with the background of coordination and managing the EU pre-accession funds.
- Excellent communication skills, facility in working with teams;
- Excellent written and spoken English; Basic knowledge of local language would be distinctive advantage.
- Overview of EU accession process and EU funded projects in Montenegro would be an advantage.

### **v. Application Process**

*Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to [consultancy.me@undp.org](mailto:consultancy.me@undp.org) by Tuesday, 6th July, 2010, CoB.*

The application should contain:

1. Duly completed Personal History Form (P11) can be downloaded from <http://www.undp.org.me/files/jobs/index.html>
2. Cover/Motivation Letter

*The short-listed candidates only would be requested to submit a letter of interest including a price quotation indicating the lump sum (in USD or EUR) requested for the work envisaged in the section "Duties and Responsibilities".*

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