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Technical Assistance for the Cross-border  
Cooperation Programme Bosnia and  
Herzegovina – Montenegro 2015 / 371-529



## TERMS OF REFERENCE (ToR) FOR A NON KEY EXPERT

Position: **Project Officer in the Antenna Office** of the Joint Technical Secretariat (hereinafter “the JTS”) for IPA Cross-border Programme Bosnia and Herzegovina and Montenegro (hereinafter referred to as “the programme”) 2014 - 2020

Location: JTS Antenna Office, **Nikšić, Montenegro**

Project: Technical Assistance for the Cross-border Cooperation Programme Bosnia and Herzegovina – Montenegro 2015 / 371-529 (hereinafter “TA CBC BIH-MNE”)

Expected duration: **340 (three hundred forty) days, Sep 2017 - Feb 2019**

### A PROJECT OVERALL OBJECTIVE

In accordance with the Commission Implementing Decision C(2014) 9421 adopting a Support Measure for Technical Assistance for cross-border cooperation programmes between IPA II beneficiaries under the instrument for pre-accession assistance (IPA II) for the year 2014 (dated 10 December 2014), the first technical assistance allocation under the Programme became available via direct award of a service contract concluded between the Delegation of European Union to Bosnia and Herzegovina and the Directorate for European Integration of Bosnia and Herzegovina and Partnership Agreement between Directorate for European Integration of Bosnia and Herzegovina and the Ministry of Foreign Affairs and European Integration of Montenegro. This service contract and all subsequent ones will provide support to the work of the Operating Structures (OSs) in both participating countries and of the Joint Monitoring Committee (JMC) in ensuring efficient set-up, implementation, monitoring and evaluation of the Programme. This will be achieved through the establishment and operation of a JTS whose main office is located in Sarajevo and its antenna in Nikšić. The JTS will be in charge of the day-to-day management of the Programme and reports to the OSs and JMC.

In line with the Terms of Reference for technical assistance under the Programme for the 2014-2016 allocations, the Project Officer for Antenna Office shall discharge his/her duties for at least 340 working days in a period 2017-2019 under the direction of the Head of the JTS, be responsible for:

- Participation in preparation, organisation and management of Calls for Proposals and all related steps;
- Monitoring and reporting on the implementation of projects;
- Monitoring and reporting on the implementation of the programme;
- Provision of information and advice to potential applicants and beneficiaries;
- Provision of secretarial services to JMC and OSs of BiH and Montenegro;
- Fulfilment of any other tasks assigned by the Head of the JTS or Project Manager appointed by the Ministry of European Affairs of Montenegro (e.g. preparation of different reports, monitoring tables, programme publicity materials, management of parties sub-contracted under the TASC);



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- Provision of translation as required.

Formally, Project Officer will report regularly to the Head of the JTS, as well as to a Project Manager appointed by the Ministry of European Affairs of Montenegro, through monthly reports and timesheets.

The position includes travelling, mainly throughout the programme area for the following reasons:

- a) monitoring of CBC projects that will be implemented under the Programme;
- b) attending the coordination meetings between the two OSs and the JMC meetings, as well as any other meetings/events in the field.

## **B RESPONSIBILITIES AND TASKS OF THE NON KEY EXPERT**

The division of tasks and responsibilities amongst the employees of the JTS / Antenna will depend on the internal organization of work. Naturally, the Antenna Project Officer will follow activities, tasks and responsibilities at the territory of Montenegro. Following are the tasks and responsibilities that will be divided amongst the JTS / Antenna Project Officer:

### Managing technical assistance

- Drafting Application for Technical Assistance Service Contracts (TASC)
- Reports on technical assistance activities performed under TASC - MNE part (interim, progress and final report)
- Ensuring visibility on outputs produced under TASC
- Preparing procurement documentation for supplies or services under TASC
- Prepare requests for costs under TASCs (apart from the salaries of the JTS staff and those incurred under sub-contracts) to be approved ex-ante by the MNE Operating Structure
- Prepare claims for costs under TASCs) to be approved ex-ante from the Contracting Authority.
- Manage the resulting procurement procedure and contracts, including checks on invoices and related technical documentation.
- Prepare the incidental expenditures that will be considered by Contracting Authority for “no objection” and must be directed through JTS, excluding the travel cost of key and non-key experts participating to missions undertaken under this contract
- Provide information to the MNE Operating Structure on technical assistance activities performed under TASC-MNE part, with financial implications, upon request.

### Calls for Proposals

- Participate in preparation and realisation of partner search forums;
- Ensure publication of Calls for Proposals in all appropriate media;
- Organise and participate in workshops for potential applicants;
- Answer relevant queries on Calls for Proposals from interested applicants by the given deadlines;
- Supporting the contracting procedures (budgetary clearing);
- Draft lists of grants awarded for publication;
- Record statistical information on each Call for Proposals.

### Project monitoring

- Assist in Drafting an Implementation Package for beneficiaries;



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- Organize and participate in Implementation Seminars for beneficiaries;
- Open and maintain files for each contract;
- Maintain a help-line for beneficiaries;
- Receive, analyse and follow up progress reports received from beneficiaries; draft summary reports on the progress reports;
- Draft an indicative monitoring visit schedule;
- Conduct monitoring visits, draft monitoring visit reports and follow up;
- Keep relevant up-to-date project information in electronic form.

### Programme monitoring

- Provide substantial input in Drafting Annual Implementation Reports (or equivalent documentation for Joint Monitoring Committees if requested) and the Final Implementation report;
- Provide assistance in the evaluations of the programme implementation;
- Provide any relevant information to the Operating Structures in the participating countries as required.

### Publicity, visibility and information

- Provide the information for the update of programme website;
- Participate in the organisation of events as indicated in the JTS work plans, timetables for Calls for Proposals, and/or Communication Action Plan;
- Participate in the preparation and production of printed materials as indicated in JTS work plans and/or Communication Action Plan.

### Other

- Report on any identified irregularities immediately;
- File all documents as appropriate, in physical and electronic form;
- Fulfilment of any other tasks assigned by the Head of the JTS, OSs or CA.

## Professional requirements

The JTS / Antenna Project Officer must fulfil the following conditions and have following minimum qualifications and experience:

### *Qualifications and skills*

- University degree
- Fluency in both written and spoken English and the official languages in Bosnia and Herzegovina and in Montenegro
- Good communication, organizational and presentation skills;
- Computer literacy
- Driving license

### *General professional experience*

- At least 6 years of professional experience following the University degree.

### *Specific professional experience*

- At least 2 years of experience in programme/project management.



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- Experience related to project monitoring, preferably of EU-funded grant contracts
- Experience in at least one EU-funded project in the last 3 years and knowledge about IPA CBC Programmes in the Western Balkan countries would be considered an asset.