**TERMS OF REFERENCE (ToR)**

**Position: Programme Associate for the IPA Cross-Border Cooperation Programme Serbia – Montenegro 2014-2020 (hereinafter referred to as “the programme”)**

**Location: Ministry of European Affairs, Podgorica, Montenegro**

**Project: Technical Assistance for the management of bilateral Cross-Border Cooperation Programmes Serbia – Bosnia and Herzegovina and Serbia – Montenegro 2014-2020**

**Expected duration: 1 December 2022 – 30 November 2023**

**A PROJECT OVERALL OBJECTIVE**

The overall objective of the Technical Assistance Project is to support the national authorities of Republic of Serbia, Montenegro and Bosnia and Herzegovina in ensuring of the efficient set-up and management of the IPA Cross-border Cooperation Programmes Serbia - Montenegro and Serbia – Bosnia and Herzegovina, while this Terms of Reference relates to the IPA Cross-border Cooperation Programme Serbia – Montenegro 2014-2020. In accordance with the Commission Implementing Decision C(2018) 8222 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 2018 (dated 05 December 2018), the second technical assistance allocation under the Programme will be made available via direct award of a grant contract concluded between the Delegation of European Union to the Republic of Serbia and the Ministry of European Integration of the Republic of Serbia, while the Ministry of European Affairs of Montenegro is the partner in the project. This grant contract and all subsequent ones will be used to support the work of the Operating Structures (OSs) in 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 operation of the JTS whose main office is located in Prijepolje and its Antenna in Bijelo Polje.

In line with the Technical Assistance Grant Contract (TAGC), the Programme Associate shall discharge his/her duties under the direction of the Head of the CBC Body in Montenegro, and shall be responsible for:

* Support to the Programme Management Structures (Management of the TA Grant Contract, Support to the work of JMCs and OSs, Preparation of key Programmes’ documents, Programme-level monitoring);
* Support to implementation of the Programme and projects (Capacity building for potential applicants, Capacity building for project beneficiaries, Project-level monitoring, Programme-level monitoring, Capacity building for Programmes’ management structures);
* Enabling visibility of the Programme, Promotion of the Programme and Communication within the Programme;
* Assistance to OSs/JTS/CA in financial management, administrative tasks and procurement activities;
* Financial administration/coordination and preparation of reports (financial and narrative) on technical assistance related to the expenditures created by Montenegrin Operating Structure (MNE OS);
* Preparation and submission of requests for payments under the grant contract and related documentation in Montenegro;
* Processing of VAT exemption requests in for both TAGC and grant beneficiaries Montenegro.

Formally, the Programme Associate will be reporting to the Head of CBC Body in MNE through timesheets.

The working place will be based in the Podgorica. The position includes also travelling, mainly throughout the programme area for assisting in organization and attending different events and meetings in the field, as appropriate, being responsible mainly for assisting in logistical arrangements and matters related to tenders and finances.

**B Responsibilities and tasks**

Where assistance from the Programme Associate is indicated below, this task shall consist of providing administrative support (e.g. translation, scanning, copying, hiring premises, arranging for transportation, etc):

***Managing technical assistance***

* Contribute to the preparation of the Contract interim and final reports;
* Support to Financial Officer in the activities related to the financial management of the project (technical assistance), including specific activities related to procurement, sub-contracting, budgeting, financial reporting, etc.;
* Assisting MNE OS in preparation and submission of requests for payments under the grant contract and related documentation;
* Contribute to ensuring visibility of outputs produced under TAGC;
* Contribute to preparation of application for the subsequent TAGC;
* Provide information to the MNE OS on technical assistance activities performed under TAGC-MNE part, with financial implications, upon request.

**Calls for Proposals**

* Assist in the organisation of partner search forums, if deemed appropriate;
* Assist in the organisation of workshops for potential applicants;
* Assist in the organisation of implementation workshops for grant beneficiaries;
* Assist in the organisation of project clinics, if deemed appropriate.

**Project monitoring**

* Assist in the organisation of implementation seminars for beneficiaries;
* Maintain project data base and provide information to the to MNE OS in regard to statistical data;
* May perform/participate in the monitoring visits, draft monitoring visit reports and follow up;

**Programme monitoring**

* Assists in dissemination of relevant information and documentation towards national representatives in the JMC;
* Receive and forward information or correspondence pertaining to the JMC.

**Publicity, visibility and information**

* Assist in the organisation of events as indicated in the JTS work plan, and/or Communication Action Plan;
* Assist in the preparation, submission and production of printed materials as indicated in JTS work plans and/or Communication Action Plan.

**Other**

* Ensure that all documents are appropriately filed either in physical or electronic form, or both;
* Provision of administrative support to JTS staff/Project Manager and other technical assistance under the grant contract (scanning, printing etc);
* Translation of relevant documentation from English into one of the languages of the participating countries or vice versa;
* Fulfilment of any other tasks assigned by the Head of the JTS, OSs or CA.

**Professional requirements**

The Programme Associate must fulfil the following conditions and have the following qualifications and experience:

***Qualification and skills***

* University degree;
* Fluency in both written and spoken English and languages in official use in Montenegro and Serbia;
* Good communication skills;
* Computer literacy;
* Driving license (B category).

***General professional experience***

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

***Specific professional experience***

* At least 3 years of experience in office and/or project administration;
* At least 3 years of relevant professional experience in financial/accounting management of projects/programmes funded by the EU or other donors;
* Experience in at least 2 EU-funded projects/programmes, preferably related to Cross-border Cooperation under IPA;
* Knowledge and experience with Practical Guide to Contract Procedures for EC External Actions (PRAG), in particular for grants and service contracts will be an asset;
* Knowledge and experience with laws, regulations and rules in Montenegro, including taxation, social security and labour regulations, accounting, reporting and the relevant national procurement legislation.