**Terms of Reference – National Contact Point**

**Position: National Contact Point for the Interreg V-B Adriatic-Ionian cooperation programme 2014- 2020 (ADRION) and Danube Transnational Programme**

**Location: Ministry of Foreign Affairs and European Integration, Podgorica**

**Overall objective**

The main tasks of the National Contact Point is to assist MFAEI and the Joint Secretariats of the Programmes in implementation process, to contribute to the information and publicity actions within Montenegro and to serve as a contact point for project applicants, partners and stakeholders at national level by providing assistance for the project generation.

Selected National Contact Point will perform following duties:

* Assist in dissemination of information in respect to the Programmes and Calls for proposals;
* Contributing to evaluation process (e.g.: verification of some eligibility criteria – e.g.: legal status - and fulfilment of some anti-fraud measures if this would be the case);
* Participates in preparation and organization of events intended for potential applicants and project partners;
* Monitoring of project implementation;
* Participates in preparation of MC’s meetings and provide relevant reports;
* Support the implementation of the technical assistance for the implementation of the Programmes;
* Participates in preparation of reports on Programmes implementation;
* Participates in programme documents updating;
* Conducts publicity and visibility activities;
* Cooperates with other colleagues from Joint Secretariats/National Authorities/Managing Authorities on the implementation of the Programmes;
* Support organisation of Programmes events;
* Other tasks ordered by the superiors.