**TERMS OF REFERENCE (ToR)**

**Position: Project Officer in the Joint Technical Secretariat for the IPA Cross-border Cooperation Programme Serbia – Montenegro 2014-2020**

**(hereinafter referred to as “the Programme”)**

**Location: Joint Technical Secretariat (JTS), Antenna Office, Bijelo Polje, 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 Project Officer shall discharge his/her duties under the direction of the Head of the JTS, 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 the implementation of the Programme and projects (Capacity building for potential applicants, Managing the Calls for Proposals, Capacity building for project beneficiaries, Project-level monitoring, Capacity building for Programmes’ management structures);
* Enabling visibility of the Programme, Promotion of the Programme and Communication within the Programme, visibility and communication tasks, maintenance and updating programme web site.

Formally, the Project Officer will be reporting to the Head of JTS, as well as to the Head of CBC Body in MNE through timesheets.

The working place will be based in the Bijelo Polje. 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.

**B Responsibilities and tasks**

The responsibilities and tasks of the Project Officer are connected to the JTS areas of activities as follows:

*Managing technical assistance*

* Contribute to the preparation of the Contract interim and final reports;
* 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, upon request.

*Calls for Proposals*

* Organize workshops for potential applicants;
* Organize project clinics;
* Provide support in budgetary clearing of selected projects;
* Provide support in drafting lists of grant awarded for publication;
* Record statistical information on each Call for Proposals.

*Project monitoring*

* Support in drafting an Implementation Package for beneficiaries;
* Support in organization of Implementation Seminars for beneficiaries;
* Open and maintain files for each contract;
* Maintain a help-line for beneficiaries;
* 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*

* Participates in drafting the JTS Annual Work Plan;
* Draft Annual Implementation Reports (or equivalent documentation for JMC not scheduled to examine such reports) and the Final Implementation report;
* Provide support when evaluation of the Programme is conducted;
* Draft and/or amend Programme documents and relevant procedures as required;
* Provide the secretarial function of the JMC;
* Provide any relevant information to the OSs in the participating countries as required.

*Publicity, visibility and information*

* Participates in drafting of a Communication Action Plan;
* Assist with the maintenance of the Programme website;
* Participates in organization of events as indicated in the JTS Annual Work Plans, and/or Communication Action Plan;
* Assist with preparation and production of printed materials as indicated in the JTS work plans and/or Communication Action Plan.

*Other*

* Any projects selected outside Call for Proposals (i.e. strategic projects) are processed as required by the OSs;
* Immediate reporting of any signal of irregularity identified;
* All documents are appropriately filed either in physical or electronic form, or both;
* Facilitating any monitoring or audit missions related to grant contract;
* Fulfilment of any other tasks assigned by the Head of the JTS, OSs or CA.

**Professional requirements**

The Project Officer 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.

*General professional experience*

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

*Specific professional experience*

* Minimum 5 years of experience in programmes/projects funded by the EU or other donors, preferably in grant schemes;
* Minimum 2 year of experience in EU-funded project related to Cross-border Cooperation, preferably in the IPA II beneficiaries;
* Experience in project monitoring (preferably in ROM).