



CALL FOR APPLICATION FOR THE REQUIRMENT OF NON-KEY EXPERTS

The EU funded project “Support to Public Administration Reform under the PAR Sector Reform Contract” is opening a second **Call for Application** for the creation of a pool of experts for the employment of short-term expertise during the course of project implementation.

Project context:

The **overall objective of the programme** is to strengthen the institutional and human resource capacities of the public administration and thereby improve efficiency, accountability and transparency and the quality of service delivery.

The **purpose** of the contract is to strengthen capacity of the central government to manage the comprehensive public administration reform and coordination of implementation of the PAR Sector Reform Contract through four main components:

Component	Result
Component 1: Support to Policy Making and Implementation Process	Evidence-based public policy development and coordination (covering policy planning, analysis, formulation, adoption, coordination, implementation, monitoring and evaluation) embedded in the national system through formulation and elaboration of practical tools and processes for implementation of the Law on Planning System and accompanying regulations.
Component 2: Capacity Building	Principle beneficiaries (PPS and MPALSG) and line Ministries equipped with policy development and coordination (covering planning, analysis, formulation, coordination, implementation, monitoring, evaluation and reporting) skills covering technical, analytical and other soft skills required through tailor made capacity building, mentoring and training programmes based on the policy planning system legislative framework
Component 3: Support for Further Development of the PAR Strategic Framework	General strategic framework for implementation and monitoring of the public administration reform and its underlying sub-strategies for enhancement of public policy management and regulatory reform and e-government strengthened and further developed
Component 4: Support to the Implementation of the PAR Sector Reform Contract	PAR management capacities strengthened, as well as tools and systems for effective management and donor coordination further developed, including more effective planning and implementation of the EU PAR sector reform support

The Contract has been awarded by the European Union, represented by the Delegation of the European Union to Serbia (Contracting Authority of the Project), on behalf of and for the account of Serbia as beneficiary country to the consortium led by GOPA Consultants with its partners B&S Europe, PricewaterhouseCoopers EU Services and Belit d.o.o.

Implementation started in March 2018 and will last until November 2023.



The consortium intends to recruit experts in the following fields of expertise:

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Minimum requirements for Senior Experts (all positions):

- A relevant University degree, or equivalent 12 years of professional experience
- At least five (5) years, preferably seven (7) years, of professional experience in his/her area of expertise
- Fluency in written and spoken English; good communication and reporting skills

Minimum requirements for Junior Experts (all positions):

- A relevant University degree, or equivalent 6 years of professional experience
- At least five (2) years of professional experience in his/her area of expertise
- Fluency in written and spoken English; good communication and reporting skills

The identified profiles and requirements are subject to potential change and amendments as needs arise in coordination with the beneficiary institution during the course of project implementation.

Qualifying candidates are encouraged to apply for a position(s), according to the published required skills/qualifications, indicating in the subject line of the application/e-mail the field(s) of expertise/position(s), as outlined above, they intend to apply for.

Interested candidates need to submit the following documents:

- ***CV in English in EU format ([CV template, download here](#)), clearly presenting their field(s) of expertise and projects they worked (not lengthier than 3 pages) including an indication of working days/months per each assignment/employment;***
- ***A brief cover letter, highlighting key experience related to the specific position(s) applied to;***
- ***The signed GOPA privacy statement ([download here](#)), please see below;***

Applications shall be submitted not later than **18th April 2021**, by an e-mail to eu4parserbia@gopa.de.



Selection process

Based on an assessment of candidates' CVs, experts with relevant experience will be shortlisted and included in a 'pool of experts'. The shortlisted candidates will be contacted in the course of project implementation, as need arises. A panel will select experts for a specific assignment based on a thorough evaluation of shortlisted candidates' relevant experience throughout project implementation. Only selected candidates will be contacted.

Experts must be independent and free from conflicts of interest within the activities to be performed, as elaborated in specific Terms of Reference (ToR).

Civil servants/public officials and other staff of the public administration of the Beneficiary country cannot be recruited as experts.

Applications not responding to above mentioned minimum requirements / criteria cannot not be taken into consideration.

Supporting documents

In case a candidate is selected for a specific assignment, electronic copies of all relevant diplomas and work certificates need to be provided as accompanying evidence of the candidate's CV and proof of relevant work experience.

Protection of personal data

The personal data processing activities within this project are governed by the General Data Protection Regulation (Regulation (EU) 2016/679).

We are committed to complying with the GDPR and the national data protection laws. For us, data protection is a corporate matter of high priority and we only work with partners who can also demonstrate an appropriate level of data protection within your processing framework. We only process your data if you have given us your express consent, if this is based on a contract or pre-contractual measures on a service basis or if the relevant laws permit or require data processing. The following data protection information covers both the currently applicable national legal framework and the requirements of the General Data Protection Regulation (GDPR) valid throughout Europe from 25 May 2018. References to legal bases of the GDPR will apply from 25 May 2018.

Please download our [privacy statement](#) and submit a signed copy with your application.

The project is an equal opportunities employer.

Senior Experts

1. Legal drafting for amendments to the public policy management legal framework

Category	Senior NKE – Legal Drafting Expert
Qualifications and skills	<ul style="list-style-type: none"> A university degree in law, political sciences or other relevant field or equivalent professional experience of 12 years
General professional experience	<ul style="list-style-type: none"> A minimum of five years, preferably seven years, of professional experience with legal analysis and/or regulatory impact assessments and/or legal drafting.
Specific professional experience	<ul style="list-style-type: none"> Experience in drafting legal documents within or for the public sector (support or being responsible for drafting at least two adopted legal documents); Three years of experience in administrative procedures and public sector law; Familiarity with the Serbian public policy management framework and particularly with the Serbian Law on the Planning System is considered an advantage.

2. Facilitator for the Common Assessment Framework (CAF) process / quality management

Category	Senior NKE - Quality Management Expert
Qualifications and skills	<ul style="list-style-type: none"> A relevant University degree (business administration, public administration, political sciences, or similar relevant field) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> A minimum of five, preferably seven years, of proven professional experience in the design and implementation of quality management initiatives, programmes or projects;
Specific professional experience	<ul style="list-style-type: none"> Experience with supporting the design and implementation of CAF processes in at least two organisations; At least two years of experience in improving the performance, quality management and service delivery of public administration institutions in the Western Balkans.

3. E-government post 2020 strategic document / policy development

Category	Senior NKE – Policy Development Expert (e-government)
Qualifications and skills	<ul style="list-style-type: none"> A relevant university degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> A minimum of five years, preferably seven years, of professional experience with public policy development and/or policy analysis and/or impact assessments;



Specific professional experience	<ul style="list-style-type: none"> • Experience in supporting the development of at least three public policy documents (strategy, programme, action plan and similar) or other planning documents in the public sector; • Experience in public and/or private sector consulting in IT-infrastructure and/or e-government (solutions) is considered a distinct advantage; • Experience in conducting at least two policy impact assessments; • Familiarity with the Serbian public policy management framework and particularly with the Serbian Law on the Planning System is considered an advantage.
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4. Managerial accountability / performance management

Category	Senior NKE – accountability and performance management
Qualifications and skills	<ul style="list-style-type: none"> • University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> • A minimum of five years, preferably seven years of professional experience in managerial function, introducing or applying management against objectives, preferably in the public sector;
Specific professional experience	<ul style="list-style-type: none"> • Familiarity with managerial accountability concepts through involvement in organisational (re)structuring and/or through managing organisations vertically; • Experience in analysis and/or legal/strategic review of accountability and/or delegation and/or performance management frameworks; • Experience in developing guidelines and other methodological instruments in the area of accountability and/or performance management in or for public sector institutions; • Experience with analysis and/or design and/or implementation of delegation mechanisms, powers and responsibilities in the Serbian public administration is considered a distinct advantage.

5. Functional and organisational analysis for managerial accountability

Category	Senior NKE – functional analysis
Qualifications and skills	<ul style="list-style-type: none"> • University degree (preferably in HR, management, public or business administration, economics or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> • A minimum of five years, preferably seven years, of professional experience working with the design and implementation of organisational and functional analysis and/or process reengineering and/or change management;
Specific professional experience	<ul style="list-style-type: none"> • Experience in facilitating the implementation of recommendations from functional analyses and/or business process reviews in at least two public institutions;



	<ul style="list-style-type: none"> • Experience in developing guidelines and other methodological instruments in the area of functional analyses and/or business process reviews is an advantage.
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6. Policy coordination and inter-institutional relations

Category	Senior NKE – policy coordination
Qualifications and skills	<ul style="list-style-type: none"> • University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> • A minimum of five years, preferably seven years of experience as public official or advisor or consultant in policy development and coordination;
Specific professional experience	<ul style="list-style-type: none"> • Experience in facilitating or managing inter-ministerial or inter-institutional coordination processes for policy development and implementation; • Experience in assessing weaknesses and risks associated with policy options and in formulating mitigation measures, including crisis response actions; • Experience in working with centre of government institutions would be considered an advantage; • Experience in public and/or internal communication would be considered an advantage.

7. IPA programming / national needs assessment

Category	Senior NKE – Programming Expert
Qualifications and skills	<ul style="list-style-type: none"> • University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> • A minimum of five years, preferably seven years, of professional experience in programming, monitoring and/or reporting on implementation of donor/IFI funded projects/programmes;
Specific professional experience	<ul style="list-style-type: none"> • Experience in designing and/or setting up policy/reform monitoring and evaluation systems including measurement/results frameworks and indicator development for at least three public policies/projects; • Experience in preparing at least three needs assessment documents for public institutions for mobilising donor support; • Experience with programming of IPA funds is an advantage; • Experience with sector budget support programmes (familiarity with the EU Budget Support Guidelines 2017) is an advantage.

8. Risk management and management for accountability

Category	Senior NKE – Risk management
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Qualifications and skills	<ul style="list-style-type: none"> University degree (preferably in economics, accounting, public or business administration, political sciences, law or similar) or equivalent professional experience of 12 years;
General professional experience	<ul style="list-style-type: none"> A minimum of five years, preferably seven years, of professional experience in public financial management (PFM) and/or risk management in the public or private sector;
Specific professional experience	<ul style="list-style-type: none"> At least one year of experience in implementing PIFC/PIC principles; Experience with accountability concepts in the public sector is considered an advantage; Experience with strengthening internal audit is considered an asset.

Junior-Experts

9. Impact assessments and evaluations

Category	Junior NKE : Assessment expert
Qualifications and skills	<ul style="list-style-type: none"> University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 6 years;
General professional experience	<ul style="list-style-type: none"> A minimum of two years, preferably three years of professional experience in implementation, evaluation or monitoring of public policies/regulations/programmes/instruments or projects;
Specific professional experience	<ul style="list-style-type: none"> At least two years of experience in research/data analysis; Demonstrated experience with applying policy impact assessment methodologies.

10.E-Government policy formulation

Category	Junior NKE – Policy development expert
Qualifications and skills	<ul style="list-style-type: none"> University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 6 years;
General professional experience	<ul style="list-style-type: none"> A minimum of two years, preferably three years of professional experience in policy analysis or policy development/formulation;
Specific professional experience	<ul style="list-style-type: none"> Demonstrated experience in conducting policy/ regulatory impact assessments; Experience in drafting public policy documents would be an asset; Experience in public and/or private sector consulting in IT-infrastructure and/or e-government (solutions) is considered a distinct advantage.



11. PAR donor coordination

Category	Junior NKE – PAR expert
Qualifications and skills	<ul style="list-style-type: none"> University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 6 years;
General professional experience	<ul style="list-style-type: none"> A minimum of two years, preferably three years of professional experience in the public sector as a consultant or employee;
Specific professional experience	<ul style="list-style-type: none"> At least one year of experience in the design and/or monitoring and coordination of PAR related policies; Experience in donor coordination is considered an asset;

12. Organisational Analysis

Category	Junior NKE – Organisational Analysis Expert
Qualifications and skills	<ul style="list-style-type: none"> University degree (preferably in public or business administration, economics, political sciences, law or similar) or equivalent professional experience of 6 years;
General professional experience	<ul style="list-style-type: none"> A minimum of two years, preferably three years of professional experience in institutional improvement and/or delivering capacity building programs to public or private sector clients;
Specific professional experience	<ul style="list-style-type: none"> At least two years of experience in research/data analysis; Experience in assisting the development of guidelines or other type of methodological recommendations and/or instruments would be an asset; Experience in designing and delivering training programmes for institutions would be an asset.