

Terms of Reference: Team Leader - Head of the Joint Technical Secretariat (JTS)

Position: Head of the Joint Technical Secretariat (hereinafter “the JTS”) for the IPA Cross-Border Programme Bosnia and Herzegovina-Montenegro 2014-2020 (hereinafter referred to as “the Programme”)

Location: JTS Headquarters in Sarajevo

A 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 will be made 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. 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 will be reporting to the OSs and JMC.

In line with the Terms of Reference for technical assistance under the Programme for the 2014-2016 allocations, the Head of the JTS as Team Leader shall discharge his or her duties for at least 660 working days over 3 years of contract duration and shall be responsible for all matters related to management and implementation of the aforementioned service contract, including the following:

- Planning, coordinating and supervising the work of other JTS experts (JTS staff) in both the main office in Sarajevo and its antenna in Nikšić, and any other non-key expert or subcontractor that may be engaged to perform specific assignments under the service contract;
- Ensuring that secretarial services are provided to the JMC and OSs of BiH and Montenegro as well as to the Project Steering Committee.
- Organising and implementing activities under the service contract, ensuring a timely delivery of outputs and its suitable quality (see section B below) including the preparation of reports in relation to the service contract and to the programme monitoring;
- Maintaining smooth and regular communication with all parties concerned (i.e. potential applicants, beneficiaries, the OSs and the Contracting Authority).
- Providing support to OSs in amending programme documents or procedures;

Formally, the Head of the JTS will be reporting to a *Project Manager* appointed by the Directorate of European Integration of BiH, 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

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

Managing technical assistance:

- Preparation of JTS annual work plans, thus ensuring planning and organisation of work under the service contract in line with the approved timetable of activities under the annex III of the service contract (Organization and Methodology).
- Regular reviews of utilization of resources, i.e. man days of all experts (key and non-key) hired under the service contract, planning of their inputs, drafting ToRs for their recruitment and assisting the OSs in the selection of non-key experts.
- Proper and timely implementation of all activities envisaged, thus ensuring the timely delivery of all outputs as per the service contract's Organisation and Methodology.
- Preparation of monthly narrative reports, with the attached duly filled and signed individual monthly reports and timesheets for each staffer of the JTS (both in the main office and antenna).
- Ensure the preparation and submission of requests for payments under the service contract, as well as any other related documentation and amendments.
- Preparation and submission of procurement documentation for supplies or services to be contracted under the service contract; ensuring the management of the corresponding procurement procedure and the resulting contracts, including checks of invoices and related technical documentation.
- Ensuring that the implementation of activities under the service contract is in line with the EU Visibility Guidelines.
- Reporting on implementation of TA activities in accordance with the provisions of TA service contract.
- Performing the duties of the secretariat of the PSC.
- Preparation of the bid and assistance in negotiating the service offer (including budget) for the subsequent TA service contract.

Calls for Proposals (CfP):

- Drafting the work programme and CfP timetable.
- Organisation and facilitation of partner search forums and workshops for potential applicants.
- Providing assistance to the Contracting Authority (EUD to BiH) in carrying out publicity and information activities with regard to the CfPs through publishing relevant information on the programme web-site and organising info days.
- Provision of functional support to applicants during the CfP application period (via phone, internet and/or group or individual meetings with potential applicants).

Project monitoring:

- Organisation of implementation seminars for beneficiaries.
- Files for each contract are opened and maintained.
- Organization and maintenance of a help-line for beneficiaries, including advise on secondary procurement under grant contracts.
- Progress and final report checks and follow up of the former.
- Preparation of an early warning assessment of all projects and follow-up.
- Development of an indicative monitoring visit schedule.
- Conducting monitoring visits, drafting monitoring reports and taking appropriate follow-up actions.
- Relevant up-to-date project information is kept in electronic form through establishing and updating JTS project database.

Programme monitoring:

- Preparation of annual and final implementation reports and any other relevant documentation required by the JMC or the OSs.

- Performing the secretarial role to the JMC and providing any relevant information to the OSs, as required.
- Provision of necessary support and inputs to ensure the smooth evaluation of the programme.
- Drafting relevant programme documents and procedures and proposal for amending them as required.

Publicity, visibility and information:

- Preparation of the JTS Communication Action Plan.
- Establishment and maintenance of the programme website.
- Organisation of events as indicated in the JTS work plans, timetables for CfP, and/or Communication Action Plan;
- Preparation, submission for approval and production of printed materials as indicated in the JTS work plans and/or Communication Action Plan.
- Ensuring visibility of the programme and EU financial assistance at the website (including publication of grant awards per CfP and relevant information on the implementation of selected projects), as well as at all events organized and materials printed.
- Establishing and maintaining databases and supplying data for them.
- Handling media inquiries, etc.

Other:

- Any projects selected by the Joint Monitoring Committee outside a Call for Proposals (i.e. strategic projects) are processed as required by the OSs.
- Immediate reporting of any irregularities identified.
- All documents are appropriately filed either in physical or electronic form, or both.
- Facilitating any monitoring or audit missions related to service contract.
- Fulfilment of other tasks, as required.

Professional requirements

The Head of the JTS must fulfil the following conditions and have the following qualifications and experience:

Qualifications and skills

- University degree, preferably a Master's degree
- Fluency in both written and spoken English and the official languages in Bosnia and Herzegovina and preferably also Montenegrin
- Good communication skills
- Computer literacy
- Driving licence

General professional experience

- At least 8 years of professional experience following the University degree.

Specific professional experience

- At least 6 years of relevant professional experience in the programmes/projects funded by the EU or other donors;
- Relevant experience in project management and coordination;

- At least 4 years of experience in the supervision and/or coordination and/or management of teams of experts;
- Experience in at least one EU-funded project in the last 3 years, preferably related to Cross-border Cooperation in the IPA II beneficiaries, is an asset.