



Technical Assistance for Refurbishment and Improved safety conditions of Children playgrounds

Service Contract No.48-00-00051/2017-28

TERMS OF REFERENCE FOR NON-KEY EXPERT PROJECT COORDINATOR

Mission description

Overall objective

The overall objective of this project is to develop and enable environment for Lifelong Learning.

Purpose

The main purpose of Project Phase II is provision of supervision services and administration of the supply contract „Refurbishment and improved safety conditions of Children playgrounds “

Specific Work

All activities of Phase I of the project are finalized. Below is shortly described Phase II (Activity 4)

The Contractor shall provide technical assistance to the MoYS and the CA in administration and supervision of the Supply contract in accordance with:

- the Special and General Conditions for Supply Contract under the latest version of PRAG, and
- in line with the legal framework of the Republic of Serbia.

To fulfil such requirements, the Contractor shall establish organizational structure during the Supply contract implementation period in accordance with all requirements for quality control, control of quantities, supervision on the installation work progress, and analysis of expenses and full implementation of environmental criteria.

For this propose, the Contractor shall establish clear lines of responsibility and procedures for each activity related to the Supply contract (manufacturing, delivery, installation, inspection, testing, certificate of completion, taking-over documents etc. in compliance with both – PRAG rules/procedures and national legislation.

The contractor shall ensure all supervision services and exercise all reasonable care to protect the interests of the beneficiaries and the Contracting Authority and advice on all necessary measures to overcome dispute situation and meet the project objectives.

In the course of the performance of its services, the Contractor will ensure that required safety measures are applied at all stages, in line with the local legislation and international standards. Similarly, the Contractor will ascertain that all environmental protection aspects are considered.





As regards visibility measures, all public activities, should be coordinated and conducted in co-operation with the MoYS, CFCU and the EU Delegation's Press and Information Unit. The Delegation will dedicate one member of its communication staff as the contact point for visibility and promotional activities related to this project. Visibility activities should be properly organised and carried out.

Outputs of Non-Key Expert

- Coordination of smooth project implementation
- Assistance to KEs and Project Director/Deputy Project Director in all contractual issues
- Assistance in provision of Provisional Acceptance Certificate of the Supply Contract
- Coordination of improved public awareness of achievements related to this project and related to development of Lifelong Learning process.
- Coordination and assistance in preparation of all required technical and administrative reports
- Administration and financial management of service contract
- Coordination of team of experts
- Control of submitted Time Sheets
- Contacts with CA (Ministry of Finance) and Beneficiary (Ministry of Youth and Sport)
- Participation on all project related meetings
- Missions on the sites when necessary

All other information of the project will be provided to selected Non-Key Expert by Deputy Project Director upon finalisation of selection process.

Timetable

Name of the proposed Expert	Category	Number of working days	Special requests for endorsement
	Non-Key Expert Project Coordinator	Up to 36	

The activities are expected to start with the date of the approval and finalise on 18/12/2019.

Expert profile

Qualifications

- Academic degree, Master level (dipl.ing) or alternatively 10 years of relevant working experience after obtaining bachelor degree in technical field studies.

General Experience

- Minimum 10, preferably 15 years of professional postgraduate experience, out of which minimum 8 years of experience in engineering consulting field.

Specific Experience

- Experience in coordination/administration of all aspects of service contracts in at least two (2), preferably four (4) EU co/financed projects.





Republic of Serbia
Ministry of Youth and Sport



Project funded by
European Union

- Participation in at least two (2) service contracts based on PRAG rules/procedures.
- Fluent in Serbian and English

Applications including CV in EU format to be submitted to e-mail: a.paspalj@ic-group.org no later than April 22, 2019. References must be available on request. Only short-listed candidates will be contacted.

