

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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<b>Vacancy code:</b>	VA/2015/B5109/7192
<b>Post Title:</b>	Assessor for Call of Proposal "European Partnership with Municipalities" – three positions
<b>Post Level:</b>	L-ICA 8
<b>Org Unit:</b>	AEMO/RSPC/European PROGRES
<b>Duty Station (DS):</b>	Home based with expected work in Belgrade
<b>Duration:</b>	Up to maximum of 40 working days in period from 1 May 2015 to 28 February 2016
<b>Closing Date:</b>	8 April 2015

### **1. Project(s) Background**

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European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of the most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

The final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level , which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in the Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Niški District
- Babušnica, Bela Palanka in the Pirotski District
- Knjaževac in the Zaječarski District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

## **Duties and Responsibilities**

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### **2. Purpose and Scope of Assignment**

Overall objective is efficient, coherent and timely implementation of evaluation of the proposals received under the Call for Proposals "European Partnership with Municipalities", publication reference: EuropeAid/136873/IH/ACT/RS.

The objective of the assignment of Assessor for Call of Proposal "European Partnership with Municipalities" is to support the Contracting Authority, Central Financing and Contracting Unit (CFCU of the Ministry of Finance, in coherent, efficient and timely evaluation of the applications in line with the criteria set for the Call for Proposals on the basis of well documented high-quality assessment process.

The Call is launched as a restrictive Call for Proposals. It implies that there will be two phases of the evaluation of proposals. The first phase of the assessment will evaluate submitted concept notes, including the administrative check, as foreseen by the respective restricted procedure. The second phase will cover evaluation of full application forms, including the administrative check, submitted by the applicants who passed the first phase of the concept notes evaluation.

For each phase of the evaluation the Guidelines for assessment of Applications together with the published evaluation grids prescribe how the Assessors should appraise the applications. These Guidelines will be submitted to Assessors at the beginning of their task and the Assessors are obliged to strictly adhere to the Guidelines provisions.

Assessors should provide written technical and financial assessments to the Contracting Authority of concept notes and full applications. This includes the verification of the budget proposed by the applicants for the action, assessing its overall coherence and particularly its cost-effectiveness, with an emphasis on the identification of potential anomalies and/or overpriced items or budget lines.

At least 2 Assessors must assess each concept note/full application, working independently of each other. At least 1 Assessor must assess each concept note/full application during the administrative check.

The assessments must be undertaken in accordance with the guidelines and instructions provided by the Evaluation Committee. These are based on the published evaluation grids in the Guidelines for applicants. The overall assessment should be based on the scores obtained under each subheading, added up by heading and the final score is the arithmetical average of the scores given by the assessors.

Each application must be assessed on its own merits and not by comparing different applications. External Assessors are expected to bring their own experience of the sector and project implementation to bear in the analysis of each proposal.

The Assessors may be invited to the Evaluation Committee to justify and discuss his/her assessment of the proposals.

Each Assessor should liaise directly with the Team Leader Assessor only, which afterwards will liaise with the Chairperson of the Evaluation Committee. The Assessors are required to submit their evaluations to the Team Leader Assessor, who will provide the completed original paper (not a scanned copy) evaluation grids

| to the Evaluation Committee at the end of the evaluation phase.

## **Methodology**

Assessment is based on the following:

### Opening and administrative checks

#### Concept note evaluation

- relevance of action
- design of action

#### Full application evaluation

- financial and operational capacity of the applicant and its partners
- effectiveness and feasibility of the action
- sustainability of the action
- budget and cost-effectiveness of the action

Each Assessor has therefore to be familiar with the Guidelines for Applicants for the relevant Call for Proposals and any other relevant document.

Assessment will notably be organised on basis of the following instructions:

- For each phase/step (i.e. Step 1: Administrative check and concept note evaluation; Step 2: Full application evaluation) of the call evaluation, the Contracting Authority will organise a briefing session in Belgrade to be attended by all Assessors, in order to clarify the Call for Proposals' objectives, management structure and other particularities linked to the CALL and the specific evaluation criteria to be taken into consideration when assessing the proposals;
- The Assessors must provide a comment for each score in each sub-section, and they must provide an overall comment on the strengths and weaknesses of each proposal. Eventually, the Assessor must provide a justified opinion if the proposal should be proposed for financing or not;
- The Assessors must ensure that their comments and scores are coherent, and that a high score is not accompanied by negative comments, and vice versa;
- The Assessor is expected to bring his/her own experience of the sector & project implementation to bear in the analysis of each proposal;
- While assessing the project concept note, the Assessors are required to prepare the assessment of the relevance and design of the proposed action following the instructions of the Concept Note evaluation grid;
- The Assessors will submit their evaluations (through team leader, who will compile all the assessments) to the Secretary of the Evaluation Committee (EvC). The Evaluation Committee will check the quality and coherence of the assessors' scores and comments. Should the assessments not satisfy the quality expected by the Contracting Authority, it may return the applications to the assessor for a re-assessment by the same or another expert. Each evaluation grid will be initialised by the assessor;
- Each assessor will submit a recapitulative list, duly signed, of all assessed applications mentioning the scores for each Chapter of the evaluation grid and all assessor's relevant conclusions or specific comments;
- While assessing the full application form, the Assessors are required to prepare the assessment of the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness of the proposed action following the instructions of the full application form evaluation grid;
- While assessing the full application form, the Assessors are required to prepare the assessment of the budget, item by item, with clear explanatory notes per specific budget items analysing if they are necessary and realistic or not.
- A recapitulative list of all assessed applications mentioning the scores for each Chapter of the evaluation grid and all assessors' relevant conclusions or specific comments table with descending scores for all applications will be prepared by Assessors. On basis of the duly filled assessors' evaluation grids, the Secretary of the EvC will establish recapitulative tables mentioning the scores for each Chapter of the evaluation grid and the assessors' relevant conclusions or specific comments.
- These tables will be submitted to the EvC at the end of each evaluation phase for decision. While

checking the eligibility of the provisionally selected applications, the assessors are required to prepare the verification of the eligibility of the applicants, affiliated entities and the action to the eligibility criteria of the Call for Proposals, checking conformity of the Declaration by the Applicant with the required supporting documents and following the criteria set out in the Guidelines for Applicants;

- Assessors are expected to provide briefing on the outcome of the assessment / evaluation to the EvC after each phase of the evaluation.

The external assessments will be considered by the Evaluation Committee. The proposals that have highest average scores will be taken forward to the second phase / considered for financing.

### **Time framework**

The evaluation of the Concept notes with the report to CA must be completed by end June 2015.

The evaluation of Full Applications with the report to CA must be completed by 31 January 2016

### **Monitoring and progress controls**

Assessors will carry out the technical assessment of concept notes in accordance with guidelines to be provided by the Contracting Authority and which are based on the published evaluation grids. Up to 34 concept notes are expected under the CfP. Each concept note has to be assessed individually by 2 assessors.

Assessors will carry out the technical and financial assessment of full applications in accordance with guidelines to be provided by the Contracting Authority and which are based on the published evaluation grids. Up to 34 full applications are expected. Each full application has to be assessed individually by 2 assessors.

Assessors will carry out the administrative check.

These assessments will be used by the Evaluation Committee in the process of selecting the best proposals.

### **Impartiality, independence and credibility**

The Assessor should have no conflict of interest with any proposed phases.

### **Required Selection Criteria**

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#### **a. Education**

- Bachelor degree in Engineering/technical, Economics or Social Sciences is required
- Master degree would be considered as asset

#### **b. Work Experience**

- A minimum of two years of relevant professional experiences in the assessments and project management is required
- Relevant experience in the evaluations of EU Grant Scheme Calls in the role of Assessor or Evaluator would be a significant asset

#### **c. Key Competencies**

- Fluency in English
- Strong understanding of Serbian socio-economic context
- Strong understanding of project management principles and tools
- Formulates written information clearly and persuasively
- Efficient management of time, establishing clear performance goals, standards, and responsibilities

### **Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest, Curriculum Vitae and updated United Nations Personal History Form (P.11) to UNOPS via UNOPS Global Personnel

Recruitment System at following link:

<https://gprs.unops.org/pages/viewvacancy/VADetails.aspx?id=7192>

**Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

#### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

**Standard PRAG format documents related to this assignment are available at the below link at European PROGRES website.**

<http://www.europeanprogres.org/oqlasi/en/>

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org)