

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**

---

<b>Vacancy code:</b>	VA/2015/B5109/7197
<b>Post Title:</b>	Capital Investment Planning and Programme Budgeting Officer – two positions
<b>Post Level:</b>	L-ICA 8
<b>Org Unit:</b>	AEMO/RSPC/European PROGRES
<b>Duty Station (DS):</b>	Home based with intensive travel to South East and South West Serbia
<b>Duration:</b>	Up to 150 work days in period from May 2015 to March 2016
<b>Closing Date:</b>	7 April 2015

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

---

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**

---

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

The purpose of the assignment is provision of comprehensive technical assistance to ten selected European PROGRES participating local self-governments (LSGs) in development of the multi-year Capital Investment Plans (CIPs) and Programme Budgets (PBs) for 2016. Technical assistance will be provided for development of PBs to five **additional** LSGs that received support in design of CIPs during the predecessor Programme, EU PROGRES.<sup>1</sup> The assignment will be completed in a manner that needs to ensure:

- Compliance with the Budget System Law and instructions that are provided by the Ministry of Finance of the Government of Serbia
- Participation and engagement of different parts of LSGs, civil society and business and general public in the process of development of CIPs and PBs
- Ownership of the process by the beneficiary local self-government process
- Clarity and transparency of the process and criteria for the selection capital investment projects
- Include not only new construction but capital maintenance of existing facilities and infrastructure and LSGs needs to have develop and maintain inventory records of their capital assets
- That the budget associated with CIPs must forecast and include not only capital expenses but also future operation and maintenance costs
- Respect of good governance principles, in particular of principle of accountability, transparency and citizens' participation
- Compliance with the visibility guidelines of the European Union and the Government of Switzerland that will be provided by European PROGRES.

### **Scope of Assignment**

Under the direct supervision of the Sector Manager for Competitiveness and the Programme Associate for Municipal Management, the selected Officers will be responsible for the following duties and responsibilities:

- Finalise the methodology for development of CIPs and PBs in consultation with European PROGRES and the Programme Steering Committee
- Establish and maintain communication with beneficiary local self-governments (LSGs), primarily through regular visits to the field and meetings with relevant municipal stakeholders

---

<sup>1</sup> Raška, Nova Varoš, Vlasotince, Vladičin Han and Medveđa were supported by EU PROGRES in Capital Investment Planning and Programme Budgeting during 2013.

- Collect and analyse data needed for the development of CIPs and PBs
- Deliver introductory trainings on CIPs and PBs in each of the ten beneficiary LSGs
- Support establishment and institutionalization of mechanisms for development of CIPs and PB by providing advice regarding the process and assistance for development of needed municipal decisions and regulations
- Facilitate the development of work plans of CIPs and PB for each selected LSGs
- Deliver trainings on CIP and PB preparation to beneficiary LSGs, which will include development and/or sharing of the guidelines, instructions, and forms for development of CIPs and PBs
- Assist LSGs in development and adoption of Assembly, administrative and other Decisions needed in support of CIPs and PBs preparation and adoption
- Identify LSG potential for PB model implementation
- Assist the LSGs in managing the processes of CIP development which implies: establishment of policies, development of selection criteria, development of forms and instructions, assessment of capital needs, analysing of LSG financial capacities, development and reviewing of project requests, prioritization project requests, matching projects to available funding and preparation of CIP package for the Municipal Assemblies.
- Support preparation of working version of PBs including complete package of PBs documentation for each of 15 beneficiary LSG's Assemblies
- Regularly register and report on lessons learned deriving from the process
- Assist LSGs to better utilize existing financial capacity and access external funding for multi-year infrastructure projects
- Provide continuing technical assistance in implementation of the Programme Budgeting and Capital Investment Planning principles in day-to-day LSGs' activities
- Maintain regular communication with European PROGRES
- Produce weekly and monthly reports on progress of the activities. Monthly reports will include overview of the implementation in each municipality.
- Provide inputs for European PROGRES quarterly, annual and other reports

More detailed overview of activities with tentative framework is provided in the Annex I to this ToR.

## **Methodology**

The Officers will be responsible for smooth and effective functioning of the process, with focus that all relevant stakeholders are included. The core of methodology of this assignment will be field work and direct inter-action with beneficiaries. This will ensure that technical support to LSGs is provided through the mentoring and coaching process. The Officer will also use desk work in order to analyse collected data needed for development of CIPs and PB, develop materials needed in support of the process, and produce reports. When necessary and appropriate, Officer should be able to provide on line assistance to beneficiaries. Details on the methodology that will be applied will be agreed in early phase of Officers' engagement.

The European PROGRES will provide organizational support including provision of Programme documentation, and organization of initial meetings. The Programme Associate for Municipal Management will supervise work and provide assistance when needed.

## **Monitoring and progress controls**

- Inception Report produced within ten working days upon engagement and provides description of the methodology and work plan
- CIPs and PBs introductory meetings with all beneficiary LSGs and introductory workshop completed by the end of May 2015
- Working groups/mechanisms for development of CIPs and PBs established by late May 2015
- Individual work plans on implementation CIPs for each of the ten selected LSGs and PBs for each of the fifteen, submitted by the early June 2015
- Guidelines, instructions and forms for development of CIPs and PBs provided timely and LSGs follow these
- CIP and PB trainings delivered in accordance with the work plans and at least 70% of trainees

- assessed them positively
- Ensured transparency of the process and provided citizens inputs for PB and CIP by end of July 2015 by facilitating the process of public hearings
- Working versions of the PB and CIP presented to LSGs management by early October 2015
- Weekly and monthly reports are provided timely. Minutes of meetings kept and available for review on request.

### **Final Products**

The two Officers are responsible to deliver the following final outputs:

- CIPs developed and adopted by Assemblies of all ten beneficiary LSGs by mid October 2015
- PBs for 2016 developed and adopted by Assemblies in all 15 beneficiary LSGs line with the Law on Budgetary System and instructions given by the Ministry of Finance,
- Final Report on activities and achieved result with an overview on lessons learned.

Upon completion of recruitment process and finalisation of methodology, responsibilities for delivering products will be shared to ensure efficient implementation and equal balance or workload.

Methodology, data collected, analysis, reports and presentations will remain the intellectual property of UNOPS.

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

CIP and PB Officers should have no conflict of interest with any proposed phases.

### **Required Selection Criteria**

---

#### **a. Education**

- Master degree in Economics, Organizational Management, Finance Planning or a related field
- A relevant Bachelor degree in combination with 4 years of relevant professional experience would be accepted.

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

- Minimum two years of relevant experience in introduction and implementation of Programme Budgeting and Capital Investment Planning in local self-government administration in Serbia
- Experience in programme budgeting process and actual legislation on financing of the LSGs
- Experience in analysing/drafting/reviewing national policy(es) and strategic documents
- Experience with international organizations would be an advantage

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

- Knowledge of public administration, in particular of local self-governments
- Understanding on socio-economic situation in the Programme municipalities
- Serbian as native language, fluency in English
- Excellent analytical, organizational and inter-personal skills
- Public speaking clear and focused, with ability to effectively communicate complex ideas to a non-specialist audience
- Formulates written information clearly and persuasively
- Accountability for management of time, establishing clear performance goals, standards, and responsibilities
- Demonstrates openness to change and ability to manage complexities
- Strong IT skills
- Drivers licence essential and ability to travel independently

### **Submission of Applications**

---

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=7197>

**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**

---

- 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.

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