

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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**Vacancy code:** VA/2015/B5109/8854  
**Post Title:** Consultant on Local Self-Governments  
**Post Level:** L-ICA 8  
**Org Unit:** ECR/RSOC  
**Duty Station (DS):** Home based with travel to South East and South West Serbia  
**Duration:** Up to 100 work days from December 2015 throughout December 2016  
**Initial Closing Date:** 20 November 2015  
**New Closing Date:** 29 November 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.

### **Assignment background**

One of the inherent characteristic of European PROGRES is its approach to providing support to local self-governments: rather than focusing only to delivering technical assistance or to providing funds necessary for resolving infrastructural problems at local levels, the Programme uses these as entry points for addressing some more pressing and important issues, such as improvements in quality of public sector and services, both locally and nationally.

The Programme is addressing this through following specific activities which may be described as Good Governance as a Cross-cutting Aspect of the Programme:

1. *Linking Small Infrastructure Projects with Good Governance*: The core idea of this activity is to use a specific infrastructure project as a prelude for analysis of related local regulatory framework and (re)defining the same through hypostatizing identified dominant good governance principle, linked to the project in matter.
2. *Linking Large Infrastructure Projects with Good Governance*: The challenge from the previous is here amplified with introduction of more than one local and/or (inter)national actor. Typically, implementation of these projects involves two or more municipalities and at least one Ministry, and sometimes other donors and International Organisations as well. The task is similar to the above, with special considerations directed to much more complex structure of project processes and organization.
3. *Offering Support for Governance Reforms*: The Programme will be carrying out activities related to this line in at least one municipality, assessed and deemed as fit for the introduction of Municipal Good Governance Reforms.
4. *Collecting and Communicating Information re GG "Vertical Dimension"*: This activity relates to consistent and systematic collection of all information related to governance issues concerning so-called "Vertical dimension", which means relationship of local governments, local public organisations and institutions and the State. The core idea of this activity is to make a relevant inventory of the said and to communicate found issues to the State, with the intention to support positive change.

## **2. Duties and Responsibilities**

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### **Purpose and Scope of Assignment**

Under the supervision of European PROGRES Sector Manager for Good Governance and Social Inclusion, and an overall supervision of the National Programme Manager (NPM), the Consultant on Local Self-Governments will undertake the following tasks/duties, in accordance to the Programme's approach and plans for this activity:

- Provide expertise on local self-governments (LSGs), the line legal/regulatory framework, and relevant LSGs processes and procedures that will support the Programme's local governance reforms effort
- Collect, compile and analyse data coming from the process
- Provide guidance, recommendations and produce or support production of specific documents, pertained to upgrade/update/or creation of new local procedures, regulations or policies
- Produce a final document on governance reforms activities conducted in selected municipalities,

- summing up the process, the outcomes achieved and provide recommendations for next steps
- Provide support to the Programme's efforts in linking implementation of (inter)municipal infrastructure projects to introduction and adoption of Good Governance practices in selected municipalities
- Provide support to the Programme's efforts in identifying, analysing and conceptualising the findings from the GG Vertical Dimension processes that will contribute to the clients' (including the central level) knowledge base on the subject
- Provide support to the Programme's efforts in identifying institutional framework or models for establishing the Municipal Good Governance Competence Centres and provide relevant recommendations for next steps
- Perform other related expertise tasks assigned by the supervisor and in line with incumbent's scope of activities

## **Methodology**

The process will entail a combination of comprehensive desk reviews and documents analysis, frequent field visits and work with key stakeholders, including the government partners both on Central and Local levels. The consultant will be expected to provide relevant assistance to the recipients, including written contributions, as per need and the work plan. The consultant is expected to be actively involved in all field activities pertaining to the specific activities such as workshops, meetings with stakeholders, and similar.

### **3. Required Selection Criteria**

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#### **a. Education**

- Master degree or equivalent in public administration, law or political sciences
- Bachelor Degree with additional two years of experience might be accepted in lieu of Master Degree

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

- Minimum two years of proven and relevant professional experience in working with national and local governments within the legal/regulatory framework is required
- Working experience with international organizations would be an asset

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

- Excellent understanding of the government structures, links, processes etc. and pertained legal and regulatory framework
- Understanding the concept of Good Governance
- Experience in developing and writing concept papers, policy level documents and similar
- Strong drafting skills, excellent presentation and facilitation skills
- Ability to work independently and as part of a team
- Effective communication and interpersonal skills
- Computer literacy
- Driving skills and a clean driving licence with the ability to travel independently

#### **d. Language Requirements**

- Fluency in English and Serbian is required

### **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=8854>

**Kindly note that this is a local position open to nationals of Serbia and to individuals who have a valid residence/work permit.**

**Additional Considerations**

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- Please note that the closing date is midnight Copenhagen time (CET)
- 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.
- For staff positions only, 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)