

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/2017/B5109/12276  
**Post Title:** Impact Assessment Team Member – Retainer position  
**Post Level:** LICA Specialist-8  
**Org Unit:** ECR, RSOC, Serbia  
**Duty Station (DS):** Home based  
**Duration:** Up to 40 work days in period from June to September 2017  
**Closing Date:** 11 June 2017

### **1. Programme 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.

## 2. Duties and Responsibilities

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### Purpose and Scope of Assignment

The purpose of the Impact<sup>1</sup> Assessment is to provide the analysis of effects produced by European PROGRES and its predecessor programmes, EU PROGRES<sup>2</sup> and PRO<sup>3</sup>, on sustainable social economic development of 34 local self-governments (LSGs) in the South East and South West Serbia. The findings of this Assessment will in turn contribute to improved design of future development programmes and projects. The Assessment should include considerations of positive and negative external changes. It will identify achieved impacts and, where possible, indicate whether longer-term impacts are likely to occur.

The Impact Assessment Team, consisted of the Team Leader and a Team Member, will be responsible to carry out the entire assignment. **The Team Member** will under the overall supervision of the Programme Manager, and direction and guidance of the Team Leader strongly contribute to conduct of the Assignment. More specifically, **the Team Member** will:

- Contribute to conduct of analysis to what extent the Programmes have met their overall objectives and purposes
- Contribute to the assessment of the key Programmes' results
- Contribute to the assessment of the difference that the Programmes made to the beneficiaries
- For interventions that supported local self-governments (LSGs), such as strategic planning, establishment of citizens assistance centres, or update of tax-payers' registries,<sup>4</sup> contribute to analysis of the extent to which municipalities enhanced performance, while in particular considering accountability, rule of law, transparency, effectiveness and efficiency, participation, and non-discrimination
- For infrastructure projects, that included support for development of planning and technical documentation, construction works, and on the job training, contribute to the assessment of effects that these interventions had on direct beneficiaries, on institutional level, and on wider socio-economic development. In particular include analysis of extent to which the Programmes facilitated investments into further development and implementation of infrastructure projects
- Contribute to the assessment of effects of interventions that were designed to improve the capacities and position of the CSOs and their relationship with the LSGs
- Contribute to the assessment of whether and how the Programmes contributed to changes in the domain of gender equality and human rights
- Contribute to analysis of cost-effectiveness of the Programmes and, where possible and relevant, identify examples of cost-effective interventions so that they could possibly be considered for future actions

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<sup>1</sup>The definition of Impact according to of Development Assistance Committee: the positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.

<sup>2</sup>Development Programme, funded by the European Union and the Government of Switzerland, implemented by United Nations Office for Project Services (UNOPS) from 2010-2014. The Action supported sustainable development of 25 local self-governments in the South West and South Serbia. More details available at <http://www.euprogres.org/>

<sup>3</sup>The Municipal Development in the South West Serbia –PRO Programme was EU and Swiss funded area based action that supported development of six municipalities in the South West Serbia in the first phase, and eight in the second phase of the intervention.

<sup>4</sup>The detailed insight into interventions that were designed to support local self-governments will be available in the Programme documentation.

- Contribute to the assessment of effects of good governance interventions as a cross-cutting theme<sup>5</sup>
- Contribute to analysis contribution of the Programme to the visibility of the support that the EU and the Government of Switzerland provide to the development of South East and South West Serbia
- Contribute to identification of overall lessons learned as well as those relevant for particular interventions in order to facilitate decision making and programming by the Government of Serbia, donors and other Programme stakeholders
- Contribute to identification of realistic, clear, and practical recommendations that could facilitate programming of future actions.

## Methodology

The Assignment will at least include the following phases: preparatory activities, field missions, drafting of the report, finalisation and presentation of the Final Report.

Within **preparatory activities**, the Impact Assessment Team will:

- Meet European PROGRES Team in order to: reconfirm Assignment objectives, scope, and methodology; to obtain background information needed for the Assessment; and to reconfirm the extent of logistical and organisational support that will be provided to the process.
- Meet the European Integration Office of the Government of Serbia (SEIO) and donor representatives: the Delegation of the European Union (DEU) and the Swiss Agency for the Development and Cooperation (SDC) in order to obtain their views relevant for the Assignment<sup>6</sup>
- Conduct desk research of the Programme documentation, including the Descriptions of Actions, Reports, and Final Evaluations. European PROGRES will provide needed documentation, while part of the materials are available on <http://www.europeanprogres.org/biblioteka/en/> and [www.euprogres.org/biblioteka.php](http://www.euprogres.org/biblioteka.php)
- Conduct desk research of relevant national policies, strategies, reports, researches, and studies, that provide insight into development trends needed for conduct of the Assignment<sup>7</sup>
- Prepare the Inception Report that will detail the Impact Assessment Methodology and the work plan. Only upon the approval of the European PROGRES Programme Manager, the field work should commence.

The **field work** should at least include:

- In-depth interviews and group discussions with in at least ten beneficiary local self-governments in the South East and South West Serbia.
- Interviews/group discussions with representatives of at least ten other development partners/stakeholders, such as civil society organisations, development agencies, Standing Conference of Towns and Municipalities, or development projects that will be identified with support from the European PROGRES
- Interviews with at least ten Programmes' direct beneficiaries that will be identified by the Assessors, while the Programme can provide assistance as required
- Interviews with current or former officials of at least three national institutions that cooperated with the Programmes, including the Ministry of Economy, the Coordination Body for Preševo, Bujanovac, and Medveđa, and Standing Conference of Towns and Municipalities
- Interviews/group discussions with the senior European PROGRES personnel.

The **analysis** will include:

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<sup>5</sup>The Impact Assessment Team will primarily assess EU PROGRES good governance work while considering principles and models provided by the Swiss Agency for Development and Cooperation (SDC), since good governance actions of European PROGRES are ongoing. The approach for this good governance intervention included linking of good governance with small and large infrastructure projects, "pure" governance reforms, and vertical dimension of good governance.

<sup>6</sup>In case that the SEIO or either donor proposes changes to the ToR, including different impact assessment methods, minutes of the meetings must be prepared and approved in writing by those who have requested the change.

<sup>7</sup>European PROGRES will be able to provide advice regarding some

- Analysis of the field work findings. The Impact Assessment Team will prepare the draft Report<sup>8</sup> that will include interim findings, lessons learned, and recommendations.
- The draft Report will be discussed with the SEIO, the donors and European PROGRES/UNOPS RSOC. The Impact Assessment Team will consider feedback provided to the draft and edit the Report accordingly

**The Final Report**, which should be produced in English and have maximum 40 pages, excluding Annexes, should be presented in a workshop that will at least include the SEIO, the donors and European PROGRES/UNOPS RSOC. The Impact Assessment Team will be responsible for efficient functioning of the process and for completing the Impact Assessment Report in accordance with the guidelines and format outlined in the Annex I.

European PROGRES will provide logistics and organisational support that may include: provision of Programme documentation, assistance in development of field visit programme, identification of Programme stakeholders and beneficiaries; organisation of meetings, provision of translation/interpretation, and provision of office space.

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

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#### **a. Education**

- Bachelor degree, preferably in social science, public administration, economics, finance or other relevant subject is required
- Master degree in relevant subject will be considered as an asset

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

- At least two years of experience in project/programme evaluations, including impact assessments, is required
- Prior experience in assessment and or evaluations of EU, Swiss and other donor funded projects/programmes in Serbia is an asset

#### **c. Language Requirements**

- Fluency in English and Serbian is required

#### **d. Driving license**

- Driving license and ability to travel independently will be considered as an asset

#### **e. Competencies**

##### **Core competencies**

- Integrity & Inclusion
- Leading Self & Others
- Partnering
- Results Orientation
- Agility
- Solution Focused
- Effective Communication

##### **Functional competencies**

- Understanding of EU and or Swiss funded programmes/projects and of EU and or Swiss project management methods

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<sup>8</sup> The format of the Report should be in principle the same as the one of the Impact Assessment Report that is provided in Annex I

- Understanding of the political, economic, and social issues in Serbia
- Understanding of and experience with local and regional economic development
- Understanding of good governance, public administration and local governance
- Knowledge of development trends and issues in the South East and South West Serbia
- Understanding of infrastructure projects
- Understanding of cost effectiveness and cost benefit analysis
- Excellent report writing skills
- Excellent organisational skills
- Demonstrates openness to change
- Focuses on result and responds positively to feedback

### **Submission of Applications**

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Qualified candidates may submit their application, including a Letter of Interest and Curriculum Vitae to UNOPS via UNOPS Jobs at following link:

<https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=12276>

**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)