Terms of Reference – National Contact Point

Position: National Contact Point for the Interreg IPA ADRION and Interreg Danube Region (2021-2027) programmes

Location: Ministry of European Affairs, Bulevar Ivana Crnojevića 167, Podgorica

Expected duration: contract signature until 31 December 2029

Overall objective

The main task of the National Contact Point is to assist the Ministry of European Affairs (MEA) and the Joint Secretariats (JS) of the programmes in implementation process, to contribute to the information and publicity actions in Montenegro and to serve as a contact point for project applicants, partners and stakeholders at national level by assisting within the project cycle.

Selected National Contact Point will perform the following duties:

- Providing support to potential project applicants with regard to the information of the Call for Proposals and partner search;
- Providing day to day support to the project beneficiaries in the implementation of projects;
- Organizing trainings and workshops for the potential applicants and project beneficiaries;
- Participate in assessment of partner eligibility within the Call for Proposals;
- Contributing to maximize information and publicity actions within Montenegro;
- Acting as link among beneficiaries and bodies in charge, at national level, of the implementation of the cooperation programmes;
- Supporting, at national level, the Managing Authority, JSs and programme controllers for the implementation of projects-monitoring activities;
- Supporting national bodies with information required for fulfilling their tasks;
- Participating in preparation and organization of events and participating in development of other tools such as handbooks, manuals, for applicants;
- Participating in organisation and preparation of Monitoring Committees (MCs) meetings and to provide support to MCs in its functions;
- Participating in preparation of reports on programmes implementation;
- Participating in programme documents evaluation and amendments;
- Providing the assistance for implementation of the Technical Assistance (TA), including procurement procedures and preparation of reports;
- Performing activities regarding use of the JEMS and DMS system;
- Supporting the Montenegrin National Authority in all its functions and tasks, deriving from the signed agreements, regulations and other applicable rules and procedures for the participation in territorial cooperation programmes;
- Other tasks assigned by the superiors.

Execution of services

An expert engaged within the service contract will perform the tasks related to two programmes, as appropriate:

- 50 % of the working time to be dedicated to the implementation of the IPA ADRION Programme (2021-2027)
- 50 % of the working time to be dedicated to the implementation of the Danube Region Programme (2021-2027)