

**Council of Ministers of Bosnia & Herzegovina  
Directorate of Economic Planning**

**Bosnia & Herzegovina Enterprise Sector Recovery Fund**

PART TIME DONOR CO-ORDINATION ADVISER

ESRF Secretariat

**TERMS OF REFERENCE**

1. Background

The Enterprise Sector Recovery Fund (ESRF or the project) is a harmonised technical assistance fund with up to EUR 15 million of financing provided by the Governments of the Netherlands (RNE), Sweden (Sida) and the United Kingdom (DFID). Additional donors will be sought to expand the harmonised financing available to support the objectives of the ESRF. The Directorate for Economic Planning (DEP) is establishing a Secretariat to support the administration of the ESRF.

A full copy of the Joint Project Memorandum (JPM) which provides further information regarding the ESRF and Secretariat can be found at <http://www.dep.gov.ba/en/>. It is strongly recommended that potential candidates for this position review this document before applying.

*Objectives of the ESRF*

The primary objective of the ESRF is to alleviate poverty by assisting the transformation of the BiH economy according to the priorities defined in the Medium Term Development Strategy (MTDS).

The second objective of the project is to encourage the development of a single market within Bosnia. This will be achieved through: (a) the reform of pension and health care financing and administrative systems to create uniform record keeping and information technology which would facilitate the movement of labour between the Entities; and, (b) improvements to the business environment (primarily business licensing and regulatory procedures) to facilitate cross-country commercial operations. This has further been emphasized by the medium term priorities of the EU Partnerships for Bosnia and Herzegovina, under "Existence of the Free Market and Structural Reforms" section.

The third objective of the project is to encourage dialogue and co-operation between the Entities and the State in the economic sphere. This will be achieved through the BiH governance structure of the ESRF which will include a strong

role for a Steering Committee composed of two representatives from each of the Entities and the State, plus the Director of DEP, in setting policy for the use of the ESRF's resources; and, to supervise the day-to-day operations of the ESRF and to select the management of the ESRF's secretariat.

### *Role of the Secretariat*

The Secretariat is responsible for administering the pooled TA funds in the ESRF. This role includes establishing strong lines of communication between the Secretariat and the Entity-level Project Implementation Units (PIUs) channeling Entity and State-proposed projects to the ESRF, regular communication between the Secretariat and the Donor Council, and between the Secretariat and the Steering Board. The Secretariat is responsible for: helping the Entities and the State to develop projects which can be financed by the ESRF; co-ordinating with other bilateral donors to ensure that the ESRF's efforts are not duplicative; overseeing and providing technical inputs for the procurement process administered by project implementation units (PIUs) in each Entity; monitoring project implementation and providing reports to the Donor Council; and, preparing the annual budget of the ESRF.

The satisfactory performance of these multiple responsibilities requires skilled technical advice to support the project development, project oversight, and donor co-ordination aspects of the Secretariat' work. To provide this advice, the services of three resident advisers (one each for the social sector, business environment reform, and enterprise restructuring) and one part time (donor co-ordination) adviser will be provided to the Secretariat.

## 2. Terms of Reference

The services of a consultant to serve on a part time (non-resident) basis as Donor Co-ordination Adviser to the projects department of the Secretariat are now required.

### *Scope of Work*

The Secretariat will be responsible for co-ordinating its activities with the activities of other donors and multilateral financial institutions (such as the World Bank) which are active in financing projects on a bilateral basis within the scope of the MTDS and the EU accession agenda. The formal vehicle for donor co-ordination will be the ESRF Donor Co-ordination Committee (DCC), but this formal relationship must also be strongly reinforced by frequent informal consultation between the Secretariat and the donor community.

The adviser's scope of work will thus be expansive: covering advice, training and support for a full time Secretariat staff counterpart responsible for donor co-ordination, who will also serve as secretary of the DCC to providing advice to the

Secretariat's management and members of the DCC on donor co-ordination issues. The exact role of the adviser will evolve in line with the donor co-ordination activities of the Secretariat and candidates for this position must be prepared to demonstrate considerable flexibility and adapt their work as the work of the DCC and the Secretariat evolves over time.

### *Responsibilities & Tasks*

Reporting to the Executive Director, Projects (EDP), and working alongside a BiH counterpart member of the Projects Department staff, the adviser will:

- Train and mentor her/his Secretariat counterpart in donor co-ordination techniques and skills. This training will be provided on-the-job and will be directed at ensuring that the counterpart is able to function effectively in all aspects of his/her role as secretary of the DCC;
- Provide advice on the development of an active formal and informal liaison process between the Secretariat, bilateral donors, and government donor co-ordination and harmonization institutions. The result of developing this process should be an effective mechanism to cross-reference proposed ESRF projects against bilateral projects either planned or underway to ensure that Secretariat financed projects are not duplicative or at cross-purposes with bilateral projects and, also, to ensure that opportunities for creating synergies between ESRF financed projects and bilateral projects are identified and taken;
- Provide advice and support for the development of a monthly ESRF newsletter to disseminate information about proposed and active ESRF financed projects to the donor community;
- Provide advice and support to her/his counterpart and Secretariat management in preparing presentations and reports for meetings of the DCC;
- Prepare recommendations to the EDP, General Director and Donor Council regarding the donor co-ordination activities of the Secretariat;
- Assist with the drafting of the annual report of the ESRF with respect to donor co-ordination activities; and,
- Undertake such other tasks relevant to the purposes, objectives and operations of the ESRF and Secretariat as may be directed by the EDP.

### 3. Profile of the Adviser

The adviser will be highly experienced in donor co-ordination and harmonization. Specialization will be demonstrated by a track record of providing donor co-ordination advice at a senior level, preferably including advisory roles for harmonised projects equivalent to the ESRF. Relevant experience in the transition countries of Central and Eastern Europe, and particularly in the former Yugoslav countries, would be an asset.

The adviser should be able to demonstrate experience in training and mentoring local counterparts in donor co-ordination activities.

Fluent (written and spoken) English is required, and knowledge of local languages would be a considerable asset.

The adviser should have strong written and oral reporting and presentation skills, supported by the diplomatic skills required to work with multiple institutions, donors, and government structures.

#### 4. Terms of Contract

The services covered by these terms of reference will be provided both at the consultant's offices and at the Secretariat offices in Sarajevo, and is offered on a part time basis only. The initial appointment will be for the provision of approximately 150 work days over a period of 18 months, renewable for up to a further 18 months, with the possibility of further extension. The consultant will be required to spend not less than 120 work days of the 150 workdays planned for the initial 18 month appointment on site in Sarajevo. Remaining work days will be used off site to prepare reports, presentations, and other materials.

Written reports, except as specified in Section 2, are not required. The consultant will report to and be supervised by the EDP.

The Secretariat will provide the adviser with suitable office facilities, including a computer workstation, at its headquarters in Sarajevo. Travel to Banja Luka will be required, and authorized expenses will be fully reimbursed by the Secretariat.