Montenegro

Ministry of European Affairs

**Terms of Reference – National Contact Point**

**Position:** National Contact Point for the Interreg Euro-MED and the URBACT IV (2021-2027) programmes

**Location:** 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 providing the assistance 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 (MC) / National URBACT Point (NUP) meetings and to provide support to MCs/NUP 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) projects, including procurement procedures and preparation of progress reports;
* Performing activities regarding use of the JEMS 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 be tasked to work for two programmes, as appropriate:

* 50 % of the working time to be dedicated to the implementation of the Interreg Euro-MED
* 50 % of the working time to be dedicated to the implementation of the URBACT IV (2021-2027)