

Temporary expert assignments

(within the framework of transfer of Czech transitional expertise)

1. Background

The aim is sharing Czech experience and knowledge from the transitional period (meaning the transfer from centrally planned economy to the market economy in the democratic environment). This transition experience is in the EU context understood as a comparative advantage and specific experience in different sectors of economy and public administration (judiciary, privatization, tax system changes, market economy, decentralization, ecological damage remedy etc.) which can be transferred to the partner countries especially to those undergoing a similar political development.

Through this tool it will be possible to react to the current demand for experienced experts in different sectors of the development cooperation and furthermore this tool can become an additional activity for the ongoing projects in the country.

2. Applicants

Relevant applicants of this form of cooperation are institutions of public administration in the partner countries of Czech development cooperation (on all the levels ie. Regional and local administration). Other relevant applicants are foreign donors applying together with the partner institution implementing projects in the partner country. The work of Czech expert will contribute to increase the impact of their ongoing or planned project activities.

The first phase will involve three pilot countries (Georgia, Moldova, Serbia)¹ and sectors which are emphasized in the programme of Czech development cooperation there. For the following years the number of cooperating countries within this tool is planned to be increased.

3. Areas of expertise

The focus of the expertise covers various areas - agriculture, ecology, industry, education, health or social sphere, good governance and others. Special emphasis is of course on the Czech experience in EU legislation approximation and implementation of EU regulatory standards in different sectors.

¹ These countries negotiate the entry to EU or have signed the EU Association Agreement

4. Length of stay

Expert can stay up to 25 days (2 days travelling maximum) in the partner country. The length and number of stays abroad reflects the need of partner organization and must be relevant to the subject of the project.

Expert support includes phase of preparation, field work, distance work, and the final report submission.

5. Procedures

State institution submits the request (appendix no. 1) to the Czech embassy in the country of implementation. Embassy passes the request to the CzDA no later than 1 week after the submission.

CzDA decides upon the implementation no later than 2 weeks after receiving the request and comments from the embassy. CzDA notifies the embassy promptly about the result of the decision.

In case of the acceptance of the request, CzDA will proceed with various steps in order to find suitable expert from the Czech Republic and inform relevant embassy and partner.

CzDA and the applicant sign a Memorandum of Understanding where the commitments for both parties are stated.

6. Eligible costs

Eligible costs are understood as covering expert's remuneration, accommodation, international and local transportation costs, costs for local phone and other direct costs connected to the work eg. vaccination, visas etc.

7. Final report

Expert is obliged to submit the required outputs (recommendations, analysis, proposals etc.) no later than 30 days after the end of the work both to the partner and to CzDA. S/he is required to attend debriefing with the responsible CzDA personnel.

The partner (applicant) must fill in and submit a question form according to the template from CzDA which will evaluate the expertise and work of the expert.

Based on the feedback, CzDA will provide references for the expert. References will reflect on his/her performance for future expertise work for CzDA, eventually EU or other donors.

Appendix no. 1 – Expert Request Form

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|  CZECH REPUBLIC DEVELOPMENT COOPERATION <i>Expert Request Form</i> | | Request number: (Allocated by the Czech Development Agency) |
| Title: | | |
| Expected field of expertise: | | |
| Partner country: | Region/town/locality: | |
| Expected Start and End Dates: From ___ Until ___ | Total amount of days in the field: | |
| Expected Czech ODA financial contribution (EUR): | Estimated co-financing from the partner institution (financial contribution in EUR/ in kind in detail) | |
| Applicant / Partner Institution: <i>Name, type, mail and web address of partner institution; name and position of responsible manager/contact person, phone, fax, e-mail.</i> | | |
| CONTEXT AND RATIONALE | | |
| Context: <i>Problem analysis. Please explain current situation and why the expert is requested (what is his/her added value).</i> | | |
| Expected outputs and outcomes: <i>Please, explain, what is expected from the expert in detail (elaboration of analysis, seminar, forum, etc.) and when and how those outcomes will be used.</i> | | |

Role of the applicant/partner organisation and roles of other key partners:

Please describe briefly the roles and responsibilities of key project stakeholders and their relation towards the expert (towards his/her work).

Complementarity:

Analysis of other relevant development interventions executed by the government (or) in co-operation with other donors, complementarity of the requested intervention with activities carried out so far.

Date and Signature:

Place, date, name of authorised person within applicant institution and his/her signature, stamp.