

External Expertise - Knowledge Transfer & Absorption Program Expert

Reference SA-0300462/2025/ZICG/3

1. BACKGROUND INFORMATION

About RIoM

In its capacity as an infrastructure manager, Railway Infrastructure builds and invests in railway infrastructure, takes care of its modernization and maintenance, ensures access and allocates infrastructure capacities to all interested railway carriers that meet the legal requirements, determines fees for the use of infrastructure capacities, creates and publishes timetables, organizes and regulates railway traffic. Railway Infrastructure of Montenegro JSC (RIoM) is responsible for maintaining the construction and electrotechnical railway infrastructure, as well as for managing investment projects related to the reconstruction and modernization of railway structures and electrotechnical systems.

About the “Connected for Cohesion” project

From July 1, 2025, CDI is implementing the project “**Connection for Cohesion**” co-financed from Interreg South Adriatic Programme. The project is expected to bring in several transformative changes in SAA rail sector, particularly in the context of its integration into the Core TEN-T network before 2030, through: i) an Improved Rail Connectivity: a comprehensive assessment of the rail sector will assess gaps & areas for improvement; ii) Increased Financing Scenarios for CBC initiatives; iii) Knowledge Transfer & Expertise Sharing, which will strengthen candidate countries’ strategic capabilities and increase their participation in EU infrastructure & transport policies; iv) an Enhanced Integration into the TEN-T Network. As a result of these efforts, the SA region will become more integrated into the TEN-T network, improving its readiness to access EU corridors. This will increase the region’s visibility & influence in EU relevant policies post 2027, facilitating greater economic cooperation & growth. Finally, the project will practically improve the preparedness of AL & MNE for Chapters 14&21. Co4Co is implemented by a cross-border partnership of five institutions: Cooperation and Development Institute (Albania) as Lead Partner, Albanian Railways, Railway Infrastructure of Montenegro, Puglia Region and Molise Region from Italy.

1.1 Beneficiary Country

Montenegro, with coverage of Albania and Italy

1.2 Contracting Authority

Railway Infrastructure of Montenegro (RIoM)

1.3 Relevant Background

The *Co4Co Project* aims to enhance TEN-T rail readiness of the South Adriatic region and increase regions’ footprint in EU policies. Project focus is rail connectivity, financing opportunities, and knowledge transfer in the rail sector. The project promotes cross-border cooperation between Albania, Montenegro, and Italy (Puglia and Molise), valorising collaboration and exchange of experience as tangible contribution to candidate countries’ readiness for EU integration and funding instruments.

To achieve its objectives, RIoM will complement its internal team with high-level external expertise that will provide dedicated external support.

2. OBJECTIVES OF THE CONTRACT

To support coordination and implementation of the Knowledge Transfer & Absorption Programme component in Montenegro, contributing to ensuring effective HR development, capacity building, and training delivery in close collaboration with the Lead Partner, with a specific focus on leading training activities in Montenegro and strengthening long-term institutional learning.

3. DURATION AND SCOPE OF WORK

Duration

- **Duration:** January 2026 – end of project
- **Engagement:** 85 working days
- **Location:** Based at the RIoM premises, with remote support as agreed

Scope of Work - Knowledge Transfer & Absorption Program Expert

(Knowledge Transfer & Absorption Programme Development Coordinator (in charge for coordinating the HR development activities in close collaboration in particular with Puglia Region and HSH. Also leads the training organized and delivered in Montenegro)

The Knowledge Transfer & Absorption Programme Development Coordinator will support RIoM to implement its actions in the KTAP component as below:

- Support RIoM for implementing the design, planning, and implementation of the Knowledge Transfer & Absorption Programme in line with project objectives and RIoM needs.
- Liaise closely with the Lead Partner to align HR development and capacity-building activities across project partners.
- Assist in training needs assessments and skills-gap analyses to inform programme design.
- Coordinate and oversee the organization, logistics, and delivery of trainings, workshops, and knowledge-sharing events in Montenegro, and support other experts in their delivery.
- Ensure quality assurance of training activities, including monitoring participation, learning outcomes, and feedback.
- Prepare periodic progress reports on HR development and training activities for the Project Partner and Lead Partner.

3.2 Project Management

3.2.1 Contracting Authority

The Contracting Authority for the contract is: RIoM, at Address: Trg Golootockih zrtava,13.

3.2.2 Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority will fully co-operate with the Service Provider in order to achieve the best results. Technical information and access to the existing records, any useful information and/or documentation which may be relevant to the performance of the Contract will be provided upon request.

The Contracting Authority will provide a workplace in its premises for the Contractor, to be used for project purpose.

The Service provider shall appoint a contact person responsible for all communication with the Contracting Authority.

4. ASSUMPTIONS & RISKS

4.1. Assumptions underlying the project

- There are available service providers for the provision of requested services.
- Sufficient flow of relevant information for the project implementation between the involved parties

4.2. Risks

Force majeure affecting the organization of the event (natural force majeure, INTERREG IPA South Adriatic Programme related, etc)

5. LOGISTICS AND TIMING

5.1 Location

Combination of remote support, desk-work, field missions (Montenegro, Albania, Italy, Brussels) and online facilitation.

5.2 Start date & period of implementation of tasks

The intended start date is 15th January 2026 and the period of implementation of the contract will be within two weeks from this date. Please see point 3 of the main conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Knowledge Transfer & Absorption Program Expert

- **Education.** University degree in Human Resources Development, Education, Business Management, Economy or related field.
- **Experience:**
 - Minimum 7 years of professional experience in HR development, training, and/or organizational capacity building.
 - Proven experience in designing and delivering training programmes, ideally in international/EU-funded projects.

- Knowledge of adult learning methodologies, knowledge management, and institutional strengthening approaches.
- Demonstrated facilitation, moderation, and coaching skills.
- Experience in cross-border or regional cooperation projects is an asset.
- **Skills:** Excellent organizational, communication, and interpersonal skills; proficiency in English.

6.2 Facilities to be provided by the contractor

The contractor shall ensure that Key Experts, or any other eventual expert, support staff or backstopping are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable other experts, support staff & backstopping to concentrate on their primary responsibilities.

6.3 Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract.

7. OUTPUTS

The contractor will report in a timesheet modality for the support provided to RIoM in achieving the following:

- Training needs assessment and skills-gap analysis report.
- Adapting training curricula, modules, and learning materials tailored to RIoM needs.
- Supporting the organisation of training sessions/workshops successfully organized and delivered in Montenegro.
- Secure attendance, keep attendance records, participant feedback, and evaluation reports for each training.
- Periodic progress reports on programme implementation submitted to the Project Partner and Lead Partner.
- Final synthesis report documenting results, lessons learned, and sustainability guidance.

8. APPLICATION & SELECTION

Interested experts or expert teams shall submit:

- CV(s) highlighting relevant experience.