



Terms of Reference (ToR) for a Short-Term assignment

Technical assistance requested:	2 (two) Senior Non-Key Experts and 1 (one) Junior Non-Key Expert in the area of Agriculture and Rural Development Policy and its implementation
Project Title:	Policy and Legal Advice Centre (PLAC II), Serbia
Ref:	EuropeAid/137065/DH/SER/RS
Service Contract No.:	(CRIS) 2016/375-724
Main beneficiary:	The European Integration Office of the Republic of Serbia and the Negotiating Team
Target Beneficiaries:	Members of the Negotiating Group 11 involved in drafting of the Action Plan (AP) for Chapter (Ch) 11, high-ranked officials (Minister Assistants and the Director of Paying Agency) and operational staff of MAEP, and representatives from other institutions involved earlier in drafting of the first version of Ch 11 AP, which was subject of review by EC
Content of the assignment:	Assistance in finalising an improved version of Ch 11 AP based on EC comments
Budget Line / Expert Category:	Senior Non-Key Experts, Junior Non-Key Expert
Duration of the assignment:	30 WDs in total, equally split among Non-Key Experts, spent in the period from October 2016 to March 2017

1. Relevant background information

Background information in relation to PLAC II project:

The scope of PLAC II project is to provide support to relevant national institutions in charge of alignment of national legal acts with the EU acquis and to contribute to further building of capacities of relevant national structures for successful carrying out of accession negotiations.

The PLAC II project should achieve two results:

RESULT 1 - Enhanced compatibility of national legislation with EU legislation and its effective implementation,

RESULT 2 - Enhanced capacities of the relevant national structures for successful carrying out of accession negotiations.

In general, the project aims at fostering the process of accession negotiations of Serbia by supporting the effective alignment of national legislation with the acquis and its implementation and by further building the capacities of involved carriers of the EU integration process in Serbia. After completion of screening process in 2015, Serbian public administration has entered into much more demanding and obliging exercise of accession negotiations, whereby each step and every decision should result in approaching actual membership in the EU. For this scenario to happen in accordance with planned dynamics, preparedness, adequate institutional capacity of public administration with highly competent staff is of crucial importance. In the core period of the negotiations, PLAC II Project shall support domestic line institutions and the negotiating structures both in performance of quality operational work in relation to harmonisation process and in the effective coordination during various stages and phases in the process for different negotiation chapters.

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Background information in relation to Chapter 11 – Agriculture and Rural Development:

The Screening Report for Chapter 11 – Agriculture and Rural Development (Part IV: Conclusions and recommendations) introduces two benchmarks which must be fulfilled by the Republic of Serbia before opening of the Chapter 11. One of the two opening benchmarks reads as follows: *“The Republic of Serbia has to presents to the European Commission an action plan, which will serve as a basis for the transposition, implementation and enforcement of the EU acquis in agriculture and rural development. This action plan will, among other issues, include the development of the relevant administrative capacities, the estimation of the resources required, and the development of the Integrated Administrative and Control System, aiming to prepare Serbia for the management and controls of agricultural payments”.*

In scope of Action Plan related benchmark, the Ministry of Agriculture and Environmental Protection (MAEP) finalised the First Draft of the Action Plan for Chapter 11 and submitted it to the European Commission for review in April 2016. The First Draft of the Action Plan has been organised in accordance with the CAP and contains the following chapters:

- Horizontal issues (Horizontal policies - Direct Payments and State Aid and Horizontal structures - Paying Agency, FADN and Farmers advisory service),
- Common Market Organization,
- Horizontal mechanisms (Market interventions, Aid schemes, Market standards, Producers organizations, Trade mechanisms, Price reporting),
- Individual markets (Dairy; Beef, pig, sheep and goats; Poultry and eggs; Apiculture; Cereals, oil seeds, olive oil, sugar, hops and tobacco; Fruit and vegetable; Vine and grape production; Aromatized vine and spirit drinks; Other products),
- Rural development,
- Quality policy and Organic production.

It also consists two annexes:

- ANNEX I - Activities of the Paying Agency and
- ANNEX II – Budget for Paying Agency and other chapters of the Action Plan.

The First Draft of the Action Plan was prepared by the Negotiating Group 11 (NG 11), assisted by GIZ Project “Support to the EU integration process in Serbia”, PLAC I project “Policy & Legal Advice Centre”, as well as bilateral technical assistance of the Republic of France, Hungary and the Kingdom of Netherlands.

On 02 August, 2016, MAEP received from DG AGRI its comments to Serbia's First Draft of the Action Plan for Chapter 11, which shall be addressed in an improved version of the Action Plan.

Considering the complexity of both areas and issues covered by the Action Plan and its importance, additional assistance is needed by MAEP in finalising an improved version of the Action Plan for Chapter 11. Once finalised, the Second Draft of Action Plan shall be submitted to the EC, i.e. DG AGRI for its review and assessment.

2. Description of the assignment

2.1 Specific objectives

The specific objective of this assignment is assistance to the members of the Negotiating Group in charge of Chapter 11 in addressing opening benchmarks laid down in the respective Screening Report, by finalising an improved version of the Action Plan. Comments by the EC and its DG in charge of this sector, i.e. DG AGRI, shall be reflected in the Second Draft of the Action Plan. In this context, its text shall be improved, extended or complemented, as relevant. In regard with the Action Plan, information provided in each of its chapters is organised in line with the common structure, as follows:

- an overview of the main EU legislation and description of the EU policy for respective area,
- analysis of the situation in Serbia and its strategy for harmonisation with the EU legislation (legislative aspects, institutional aspects and strengthening of administrative capacities).

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When finalising the improved version of the Action Plan, its content and structure of information as agreed and presented in the First Draft of Action Plan shall be fully respected, as it contains clearly identified steps and the timeframe for achievement of full compliance with the Common Agricultural Policy.

During elaboration of an improved version of the Action Plan, NKEs shall work jointly with representatives of target beneficiaries, i.e. Members of the Negotiating Group 11 involved in drafting of the Action Plan for Chapter 11, high-ranked officials and operational staff of MAEP and representatives from other institutions involved earlier in drafting of the first version of Ch 11 Action Plan. Participation of high-ranked officials in the role of decision-makers is important to ensure coherence and sustainability of planned measures and activities in the Action Plan.

2.2 Requested services

The Senior NKE 1 is expected to provide the following services:

- a) To analyse comments by DG AGRI to Serbia's First Draft of the Action Plan for the EU *acquis* alignment related to Direct Payments, State Aid and Common Market Organisation;
- b) To perform a gap analysis and develop proposals for improving Serbia's First Draft of the Action Plan for the EU *acquis* alignment in the area of Direct Payments, State Aid and Common Market Organisation;
- c) Present main findings and proposals for improvements in the area of Direct Payments, State Aid and Common Market Organisation to target beneficiaries, including at retreat(s);
- d) Provide guidance and support to target beneficiaries in elaboration of improved version of AP and assist them in group work planned for during retreat, in the area of Direct Payments, State Aid and Common Market Organisation and in the area of financial aspects of EU alignment implementation in the field of Direct Payments, State Aid and Common Market Organisation;
- e) Provide relevant input for finalising Second Draft of the Action Plan by beneficiaries and during workshop(s), present the result of improvements in the area of Direct Payments, State Aid and Common Market Organisation.

The Junior NKE 2 is expected to provide the following services:

- a) To analyse comments by DG AGRI to Serbia's First Draft of the Action Plan for the EU *acquis* alignment related to Farm Accountancy Data Network (FADN) and Farmers advisory service, Rural development, Quality policy and Organic production;
- b) To perform a gap analysis and develop proposals for improving Serbia's First Draft of the Action Plan for the EU *acquis* alignment in the area of FADN and Farmers advisory service, Rural development, Quality policy and Organic production;
- c) Present main findings and proposals for improvements in the area of FADN and Farmers advisory service, Rural development, Quality policy and Organic production to target beneficiaries, including at retreat(s);
- d) Provide guidance and support to target beneficiaries in elaboration of improved version of AP and assist them in group work planned for during retreat, in the area of FADN and Farmers advisory service, Rural development, Quality policy and Organic production and in the area of financial aspects of EU alignment implementation in the field of FADN and Farmers advisory service, Rural development, Quality policy and Organic production;
- e) Provide relevant input for finalising Second Draft of the Action Plan by beneficiaries and during workshop(s), present the result of improvements in the area of FADN and Farmers advisory service, Rural development, Quality policy and Organic production.

The Senior NKE 3 is expected to provide the following services:

- a) To analyse comments by DG AGRI to Serbia's First Draft of the Action Plan for the EU *acquis* alignment related to the implementation of the Common Agricultural Policy - Integrated Administration and Control System (IACS), Land Parcel Identification System, Common Market Organisation (CMO) measures as well as Rural Development Measures;

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- b) To perform a gap analysis and develop proposals for improving Serbia's First Draft of the Action Plan related to the implementation of the Common Agricultural Policy - IACS, Land Parcel Identification System, CMO measures as well as Rural Development Measures;
- c) Present main findings and proposals for improvements related to the implementation of the Common Agricultural Policy - IACS, Land Parcel Identification System, CMO measures as well as Rural Development Measures to target beneficiaries, including at retreat(s);
- d) Provide guidance and support to target beneficiaries in elaboration of improved version of AP and assist them in group work planned for during retreat, in the areas relating to the implementation of the Common Agricultural Policy - IACS, Land Parcel Identification System, CMO measures as well as Rural Development Measures and in the area of financial aspects of EU alignment implementation in the afore-mentioned areas.
- e) Provide relevant input for finalising Second Draft of the Action Plan by beneficiaries and during workshop(s), present the result of improvements in the areas relating to the implementation of the Common Agricultural Policy - IACS, Land Parcel Identification System, CMO measures as well as Rural Development Measures.

2.3 Outputs

Each of the NKEs is expected to deliver the following outputs:

- Proposals on improvements planned for inclusion in the Second Draft of Ch 11 Action Plan based on EC comments in the respective area of his/her expertise,
- Present the finding and proposals for improvements in the respective area of his/her expertise, including at retreat(s) planned for target beneficiaries to work in groups,
- Final draft of improved version of the relevant part of the text for the Second Draft of the Action Plan in the respective area of his/her expertise,
- Present the results in relation to AP improvements in the respective area of his/her expertise to target beneficiaries.

2.4 Reporting

- (a) The NKE shall provide the following reports by using the templates of the Project:
 - Brief Mission Report with description of activities and outputs provided, at the end of each mission, during which tasks under this assignment have been carried out,
 - Final Mission Report, no later than 1 week after completion of tasks under this assignment. This report will include description of all activities and outputs provided by the NKE in the context of this assignment.
- (b) Submission of reports:
 - All reports prepared in the relevant quality shall be submitted to the Team Leader of the Project for review, comments and final approval. The reports shall be signed by the NKE and the Team Leader, responsible for endorsing the reports.
 - The reports and all prepared documents shall be submitted in hard copy and electronic version to the Team Leader of the project.

2.5 Specifics

The NKEs shall work under the guidance and follow the instructions of the Team Leader. The NKEs shall collaborate with the project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKEs' activities and outputs mentioned above may be adjusted by the Team Leader at any stage in the implementation of the Project, depending on the evolving needs of the Project, main beneficiary and/or target beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader prior to each mission.

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2.6 Final use of intervention and perspectives for the future

In scope of Chapter 11, the Action Plan (AP) is one of the two benchmarks that must be met by Serbia before the opening of negotiations. The AP represents a roadmap for actions until the end of negotiations. The AP is a living document, which is being regularly updated and detailed further as the process progresses. As such, the AP related to Chapter 11 will take on board all changes of the EU acquis in the area of Agriculture and Rural Development over the coming years and will be subject of regular updates depending on progress made by the Republic of Serbia in this sector.

Additional assistance might be requested in the case of further comments of DG AGRI to Serbia's Second Draft of the Action Plan for Chapter 11.

3. Experts input

3.1 Total working days

30 working days (WDs) in total, equally split among 3 (three) NKEs.

Additional number of WDs may be allocated for this ToR, should the needs of target beneficiaries require an extension for the activity areas mentioned in this ToR.

During their missions, the experts shall work in parallel.

3.2 Period of the assignment

October 2016 - March 2017

3.3 Starting day

It is expected that the work will be performed during two or more missions. The first mission is expected to start on 24 October 2016. The exact dates of the following missions will be agreed at a later stage.

3.4 Location/Place of assignment

The NKEs have to deliver 100% of the input in Belgrade, Serbia. However, work outside of Belgrade is possible during retreats planned by the MAEP but depending on prior approval by the DEU.

3.5 Working language

English

4. Experts' Profile

4.1 Senior NKE in Agricultural Policy - NKE 1

4.1.1 Qualifications and skills (25 points)

- An university degree (where an university degree has been awarded on completion of three years study in an university or equivalent institution) in Agriculture, Law, Economy or similar, relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.1.2 General professional experience (25 points)

- Minimum 10 years of postgraduate professional experience in the field of Agricultural and Rural Development Policy

4.1.3 Specific professional experience (50 points)

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- Proven postgraduate professional experience in drafting of legislation and implementation of strategic and/or programme documents in the field of Common Agricultural Policy (CAP) and related to Direct Payments, State Aid, and Common Market Organisation
- Previous professional experience, and/or knowledge of the legislation, of the Republic of Serbia in the respective area would be an advantage

4.2 Junior NKE in Rural Development Policy - NKE 2

4.2.1 Qualifications and skills (25 points)

- An university degree (where an university degree has been awarded on completion of three years study in an university or equivalent institution) in Agriculture, Law, Economy or similar, relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.2.2 General professional experience (25 points)

- Minimum 5 years of postgraduate professional experience in the field of Agricultural and Rural Development policy

4.2.3 Specific professional experience (50 points)

- Proven postgraduate professional experience in drafting of legislation and implementation of strategic and/or programme documents in the field of Common Agricultural Policy (CAP) and related to FADN and Farmers advisory service, Rural development, Quality policy and Organic production
- Previous professional experience, and/or knowledge of the legislation, of the Republic of Serbia in the respective area would be an advantage.

4.3 Senior NKE in the implementation of the Common Agricultural Policy - NKE 3

4.3.1 Qualifications and skills (25 points)

- An university degree (where an university degree has been awarded on completion of three years study in an university or equivalent institution) in Agriculture, Law, Economy or similar, relevant to the assignment
- Proficiency in English language;
- Computer literacy (MS Office applications);

4.3.2 General professional experience (25 points)

- Minimum 10 years of postgraduate professional experience in the field of the implementation of the Common Agricultural Policy.

4.3.3 Specific professional experience (50 points)

- Proven postgraduate professional experience in implementing Common Agricultural Policy and related to set up and implementation of Integrated Administration and Control System, Land Parcel Identification System, CMO measures as well as Rural Development Measures
- Previous professional experience, and/or knowledge of the legislation, of the Republic of Serbia in the respective area would be an advantage.

5. Applications

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to SEPLAC@altairasesores.es with a copy to v.kotova@altairasesores.es not later than 17:00 hrs, 04 October 2016,

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titled: **“Application for the position – Senior NKE in Agricultural Policy - NKE 1”** or **“Application for the position – Junior NKE in the area of Rural Development Policy - NKE 2”** or **“Application for the position – Senior Non-Key Expert in the implementation of CAP - NKE 3”**.

References must be available on request. Only short-listed candidates will be contacted.

The Project is an equal opportunity employer.
All applications will be considered strictly confidential.

Advertised post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

For more information, please contact Project Manager at Altair Asesores S.L.: m.garcia@altairasesores.es / Tel. +34 91 3952798

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