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

Technical assistance requested:	1 (one) Senior Non-Key Expert in the area of Food Safety and Veterinary and 1 (one) Senior Non-Key Expert in the area of Phytosanitary Policy, for drafting Concept Note on the Strategy and the first draft of Action Plan for Chapter 12
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 Negotiation Group 12 (Veterinary Directorate, Plant Protection Directorate, Agricultural Inspection, Ministry of Health) responsible for elaboration of the Strategy and Action Plan for Chapter 12, decision makers from MAEP and representatives from other institutions involved in elaboration of the Strategy and Action Plan
Content of the assignment:	Assistance in drafting a Concept Note of the Strategy and the first draft of Action Plan for Chapter 12
Budget Line / Expert Category:	Senior Non-Key Experts
Duration of the assignment:	35 WDs, of which 25 WDs for SNKE1 and 10 WDs for SNKE2, spent in the period from July 2017 to December 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



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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.

Background information in relation to Chapter 12 – Food Safety, Veterinary and Phytosanitary Policies:

The Screening Report for Chapter 12 – Food Safety, Veterinary and Phytosanitary Policy states that the Republic of Serbia cannot be considered sufficiently ready for opening of negotiations on Chapter 12 and recommended opening of this Chapter after fulfilling three specific benchmarks. One of the benchmarks is defined as follows: "Serbia presents to the Commission a comprehensive national Strategy, including an Action Plan with concrete timelines, which will serve as a basis for the transposition, implementation and enforcement of the EU *acquis* for food safety, veterinary and phytosanitary policy, including plans for the development of the relevant administrative capacities and estimation of the financial resources required. Particular attention should be given to a detailed action plan as regards the control and eradication of Classical Swine Fever for domestic pigs and wild boars after vaccination is discontinued."

Given the importance of the documents and the complexity of issues to be addressed, assistance is needed by MAEP in preparing draft Strategy and draft Action Plan for Chapter 12. At the first stage, the Concept Note of the Strategy and the first version of draft Action Plan should be finalised. At the next stage, another TA project will continue developing the Strategy and Action Plan by providing complementary and more detailed information on topics included in the Concept Note and draft Action Plan.

2. Description of the assignment

2.1 Specific objectives

The specific objective of this assignment is assistance to the members of the Negotiation Group in charge of Chapter 12 in addressing one of the benchmarks for the opening of Negotiating Chapter 12, laid down in the respective Screening Report. The national Strategy complemented by the Action Plan for respective areas (food safety, veterinary and phytosanitary) should include information in relation to the situation in Serbia and strategic goals concerning harmonisation of national legislation with the EU *acquis*, with measures and actions addressing legislative aspects, institutional aspects and strengthening of administrative capacities that are mandatory for the actual implementation and enforcement after accession. In introductory phase, a Concept Note of the Strategy and the first version of draft Action Plan for Chapter 12 shall be finalised.

For elaboration of the Strategy Concept Note and the first draft of the Action Plan, NKEs shall work jointly with representatives of target beneficiaries, i.e. Members of the Negotiating Group 12, high-ranked officials and operational staff of MAEP and representatives from other institutions involved. Participation of high-ranked officials in the role of decision-makers is important to ensure coherency and sustainability of measures and activities foreseen in the Action Plan with strategic goals set at the national level.



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2.2 Requested services

The Senior NKEs are expected to provide the following services:

- a) To analyse relevant documents in respective fields of food safety, veterinary and phytosanitary for drafting the Concept Note of Strategy and the first version of draft AP for Chapter 12 in the respective field;
- b) To provide guidance and support to target beneficiaries in defining the elements of Strategy Concept Note and draft AP for respective field and assist them in group work during retreat(s);
- c) To provide relevant input for respective field in drafting and finalising the Concept Note of Strategy and the first version of draft AP, in conjunction with beneficiary representatives and during workshop(s) and retreat(s), present the reasons and justifications for proposed solutions that should be reflected in draft documents.

2.3 Outputs

The Senior NKEs are expected to deliver the following outputs:

- Proposal on the structure and the content of Strategy Concept Note and draft AP based on the analysis of documents in respective fields;
- Proposals for respective fields for the first version of draft AP, including presentation at workshop(s) and retreat(s) planned for target beneficiaries to work in groups;
- Final draft of the relevant part of the text for the Strategy Concept Note and the first version of AP in the respective field of his/her expertise.

2.4 Reporting

The NKEs 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 NKEs in the context of this assignment.

Submission of reports:

- Draft mission report shall be submitted to the Team Leader of the Project for review and comments at the end of the mission.
- Final version of the mission report 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 NKEs and the Team Leader, responsible for endorsing the reports.
- The reports and all prepared documents (national strategy, including an action plan with concrete timelines, which will serve as a basis for the transposition, implementation and enforcement of the EU *acquis* for food safety, veterinary and phytosanitary policy, including plans for the development of the relevant administrative capacities and estimation of the



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financial resources required) 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 NKE's 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.

2.6 Final use of intervention and perspectives for the future

By finalising the Strategy Concept Note and the first version of draft Action Plan, Serbia will progress in the direction towards fulfilling one of the opening benchmarks for opening negotiations in Chapter 12. Apart from being the main instruments for the ongoing process of alignment in Chapter 12 and addressing the EU *acquis* in the area of Food Safety, Veterinary and Phytosanitary Policy, Serbian strategic goals in these fields and actions for their achievement will be elaborated in draft documents. The latter will be developed further and in detail by IPA 2015 TA Project planned to start in the beginning of 2018.

3. Experts input

3.1 Total working days

35 working days (WDs) in total have been planned for the assignment, of which 25 WDs for SNKE1 and 10 WDs for SNKE2.

3.2 Period of the assignment

July 2017 – December 2017

3.3 Starting day

It is expected that the work of the SNKEs will be performed during several missions. The first mission is expected to start in July 2017. 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 Serbia.

3.5 Working language

English



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4. Expert Profile

4.1 SNKE 1 in the area of Food Safety and Veterinary Policy

4.1.1 Qualifications and skills (25 points)

- University degree where university degree has been awarded on completion of three years study in university or equivalent institution) in Food Safety and Veterinary, Law 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 Food Safety and/or Veterinary policy

4.1.3 Specific professional experience (50 points)

- Proven postgraduate professional experience in drafting national legal and/or strategic documents and action plans in relation to the EU *acquis* and Chapter 12, gained in an EU Member State, candidate or potential candidate country
- Previous professional experience, and/or knowledge of the legislation of the Republic of Serbia in the respective area would be an advantage.

4.2 SNKE 2 in the of Phytosanitary Policy

4.2.1 Qualifications and skills (25 points)

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

4.2.2 General professional experience (25 points)

- Minimum 10 years of postgraduate professional experience in the field of plant protection

4.2.3 Specific professional experience (50 points)

- Proven postgraduate professional experience in drafting national legal and/or strategic documents and action plans in relation to the EU *acquis* and Chapter 12, gained in an EU Member State, candidate or potential candidate country
- 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 not later than 17:00 hrs, **30 June 2017**, titled: **“Application for the position –**



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SNKE1 in the area of Food Safety and Veterinary Policy” or “Application for the position – SNKE2 in the area of Phytosanitary Policy”.

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