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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 Veterinary Policy and Food Safety, 1 (one) Senior Non-Key Expert in the area of Plant Health and 1 (one) Senior Non-Key Expert in the area of Plant Protection Policy and Legal Advice Centre (PLAC II), Serbia
Project Title:	EuropeAid/137065/DH/SER/RS
Ref:	(CRIS) 2016/375-724
Service Contract No.:	Ministry of European Integration of the Republic of Serbia and the Negotiating Team
Main beneficiary:	Members of the Negotiation Group 12 (Veterinary Directorate, Plant Protection Directorate, Agricultural Inspection, Ministry of Health) responsible for drafting Strategy and Action Plan for Chapter 12, decision makers from MAFWM and representatives from other institutions involved in drafting of the Strategy and Action Plan for Chapter 12
Target Beneficiaries:	Assistance in finalising improved versions of the Strategy on food safety, veterinary and phytosanitary policy and draft Action Plan for Chapter 12
Content of the assignment:	Senior Non-Key Experts
Budget Line / Expert Category:	25 WDs, of which 15 WDs for SNKE1, 5 WDs for SNKE2 and 5 WDs for SNKE3, spent in the period from June to September 2018
Duration of the assignment:	

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 Union 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



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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 Policy:

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."

The first draft of the national Strategy Concept Note complemented by the first (general) draft of the Action Plan for Chapter 12 were prepared with the assistance of PLAC II. These documents outline for the respective Chapter 12 areas, i.e. food safety, veterinary and phytosanitary policy and the strategic paths to be followed by Serbia in order to prepare for the negotiations with the EU in Chapter 12.

Given the complexity of issues they address, additional assistance is needed by MAFWM in preparing improved versions of the Strategy and Action Plan for Chapter 12, by defining in further details the elements of the Strategy, as well as the measures and actions to be taken, so that Serbia legally and institutionally prepares itself for the harmonisation of its national legislation with the Union *acquis* and its future implementation and enforcement.

Another TA project has been in the pipeline aimed at providing further assistance to MAFWM and other beneficiaries in developing the Strategy and Action Plan by providing complementary and more detailed information on topics related to the requirements of the Union *acquis* and the opening benchmark for Chapter 12. The latter will be taken in consideration during the implementation of activities under this assignment.

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 the Chapter, laid down in the respective Screening Report, by further improving draft Strategy and the Action Plan for Chapter 12, prepared by MAFWM.

In further improving drafts of the Strategy and the Action Plan, NKEs shall work jointly with representatives of target beneficiaries, i.e. Members of the Negotiation Group 12, high-ranked officials and operational staff of MAFWM and representatives from other competent institutions. Participation of high-ranked officials in the role of decision-makers is important to ensure coherency and sustainability of measures and activities to be foreseen in the Action Plan with strategic goals set at the national level.



2.2 Requested services

The Senior NKEs are expected to provide the following services:

- a) To analyse draft Strategy Concept Note and the first draft of the Action Plan for Chapter 12 in respective fields of veterinary, food safety, plant health and plant protection;
- b) To provide guidance and support to target beneficiaries in further improving texts of draft Strategy and the Action Plan for Chapter 12 for respective fields and assist them in group work during (internal) workshop and/or retreat;
- c) To draft improved versions of draft Strategy and the Action Plan for respective fields of veterinary, food safety, plant health and plant protection within Chapter 12, in conjunction with beneficiary representatives.

2.3 Outputs

The Senior NKEs are expected to deliver the following outputs:

- Proposal on further improvements of the current texts of draft Strategy and the Action Plan for Chapter 12 based on the analysis of the relevant documents in respective fields and beneficiaries' inputs, including presentation at (internal) workshop and/or retreat planned for target beneficiaries to work in groups;
- Improved versions of draft Strategy and draft AP for Chapter 12 for respective fields of veterinary, food safety, plant health and plant protection.

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 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 shall be submitted in hard copy and electronic version to the Team Leader of the Project.



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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.

2.6 Final use of intervention and perspectives for the future

By drafting the improved versions of draft Strategy and draft Action Plan for Chapter 12, Serbia will progress in defining its strategic goals and actions necessary for the ongoing process of alignment with Chapter 12 Union acquis. This way, Serbia will address one of the opening benchmarks for opening negotiations in Chapter 12 and ensure the fulfilment of the requirement of the EU acquis in the area of Food Safety, Veterinary and Phytosanitary Policy.

The Action Plan will be subject to regular updates depending on the developments.

3. Experts input

3.1 Total working days

25 working days (WDs) in total have been planned for the assignment, of which 15 WDs for SNKE1, 5 WDs for SNKE 2 and 5 WDs for SNKE3.

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.

3.2 Period of the assignment

June 2018 –September 2018

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 on 25 June 2018. 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 SNKE1 in the area of Veterinary Policy and Food Safety

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 Veterinary, Biology, Chemistry or similar, relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.1.2 General professional experience (25 points)

- Minimum 8 years of postgraduate professional experience in the veterinary and/or food safety field gained in an EU Member State or a candidate country

4.1.3 Specific professional experience (50 points)

- Proven professional experience in drafting national legal and/or strategic documents and action plans in the field of Chapter 12 Union acquis, gained in an EU Member State or 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 SNKE2 in the area of Plant Health

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 Agriculture, Biology, Forestry or similar, relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.2.2 General professional experience (25 points)

- Minimum 8 years of postgraduate professional experience in the field of plant health gained in an EU Member State or a candidate country

4.2.3 Specific professional experience (50 points)

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



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4.3 SNKE3 in the area of Plant Protection

4.3.1 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 Agriculture, Biology, Forestry or similar, relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications)

4.3.2 General professional experience (25 points)

- Minimum 8 years of postgraduate professional experience in the field of plant protection products gained in an EU Member State or a candidate country

4.3.3 Specific professional experience (50 points)

- Proven professional experience in drafting national legal and/or strategic documents and action plans in the field of Chapter 12 Union acquis, gained in an EU Member State or 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, **12 June 2018**, titled: **“Application for the position – SNKE1 in the area of Veterinary Policy and Food Safety”** or **“Application for the position - SNKE2 in the area of Plant Health”** or **“Application for the position – SNKE3 in the area of Plant Protection”**.

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