



Policy and Legal Advice Centre (PLAC IV)

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

No. 24

Technical assistance requested:	1 (one) Junior Non-Key Expert in the area of Negotiating Ch. 14 – Transport Policy - Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation
Project Title:	Policy and Legal Advice Centre (PLAC IV)
Ref:	NEAR/BEG/2023/EA-RP/0175
Service Contract No:	(CRIS) 2024/453-315
Main beneficiary:	The Ministry of European Integration (MEI)
Direct beneficiary:	Directorate for Railways
Content of the assignment:	Technical assistance to ensure the analysis of the level of harmonisation and further harmonisation with the relevant EU legislation in the field of common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation, in accordance with the Commission Delegated Regulation (EU) 2018/761 establishing common safety method for supervision by national safety authorities after the issue of a single safety certificate or a safety authorisation
Budget Line/Expert category	1 (one) Junior Non-Key Expert
Duration of the assignment	20 working days (20 days for JNKE), from September 2025 to December 2025

1. Background information in relation to the PLAC IV project

The overall objective of the PLAC IV is for the Serbian administration to effectively conduct accession negotiations and successfully manage the overall EU integration and pre-accession assistance geared towards the EU membership.

The purpose of the project is: "to achieve a high level of effective alignment of national legislation with the Union *acquis* and its implementation".

PLAC IV should achieve 2 results:

- R1: Enhanced compatibility of national legislation with the EU legislation and its effective implementation;
- R2: Enhanced capacities of relevant national structures for successful carrying out of accession negotiations

The Republic of Serbia has been continuously harmonising its national legislation in the field



of railway safety and interoperability with the EU legislation. This field is part of Cluster 4 - Chapter 14 which has been opened since 2021. The new Law on Railway Safety, which is expected to be adopted in 2025, provides for the alignment with the Directive of the European Commission and of the Council (EU) No. 2016/798 of 26 May 2016 on railway safety, C/2016/798, OJ L 138, 26.5.2016. Full compliance with the directive in question will be achieved upon the accession of the Republic of Serbia to the European Union, given that the competences of the European Railway Agency are limited exclusively to Member States.

Further alignment with implementing regulations and delegated acts in accordance with Directive (EU) 2016/798 on railway safety will be carried out through secondary legislation by drafting and adopting the following by-laws: Rulebook on common safety methods for assessing conformity with the requirements for obtaining safety certificates and authorisations and on elements of the safety management system, which shall provide for the alignment with the Delegated Regulation (EU) 2018/762; Rulebook on common safety method for supervision after the issuance of a safety certificate or safety authorisation, which shall fully align with the Delegated Regulation (EU) 2018/761. The adoption of these two documents has been included in the NPAA 2024-2027 as a part of 3.14.1.2. Railway transportation, activities 7 and 8.

There is no ongoing project assistance for the activities covered by this ToR.

2. Description of the assignment

a. Specific objectives

The specific objective of this assignment is to carry out a legal gap analysis related to the compliance between the Serbian national legislation and the EU legislation in the field of common safety methods for supervision after the issuance of a safety certificate or safety authorisation and propose a draft of a new rulebook in order to provide better harmonisation with the EU legislation in the relevant field.

b. Requested services

The Junior NKE in the area of railway is expected to provide the following services:

- a) Assist the Directorate for Railways in drafting a legal gap analysis of the level of harmonisation and further harmonisation with the relevant EU legislation in the field of common safety methods for supervision after the issuance of a safety certificate or safety authorisation;
- b) Assist the Directorate for Railways in drafting the Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation harmonized with the EU legislation.

c. Outputs

The outputs delivered by the Junior NKE shall be as follows:

- Legal gap analysis;
- Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation.



d. Reporting

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 month, in 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.

Submission of reports:

- All reports prepared in the relevant quality shall be submitted to the Project Team Leader 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.

e. Specifics

The Junior NKE shall collaborate with the Project Technical Assistance Team on preparing and drafting the Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation. The NKE's activities and outputs mentioned above may be adjusted by the Team Leader at any stage in the project's implementation, depending on the evolving needs of the Project and main beneficiary. The Junior NKE shall ensure that the Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation is aligned with the Commission Delegated Regulation (EU) 2018/761 establishing common safety methods for supervision by national safety authorities after the issue of a single safety certificate or a safety authorisation. The Junior NKE shall closely coordinate the activities with the Directorate for Railways and others, as relevant, to ensure that aspects related to implications of the EU integration for Serbia are incorporated into all activities carried out by the Project.



3. Expert's input

Total working days	20 working days (WDs) have been planned for this assignment. Additional number of WDs may be allocated for this ToR, should the needs of the main beneficiary require an extension for the activity areas mentioned in this ToR.
Period of the assignment	September 2025 – December 2025
Starting day	It is expected that the work will be performed from September 2025 onwards. However, exact starting date will be agreed at the later stage.
Location/place of assignment	The base of operation will be in Belgrade, Serbia and office facilities will be provided by the Project.
Working language	English

4. Expert's profile

Junior Non-Key Expert

Qualification and skills (25 points)	<ul style="list-style-type: none"> • Relevant university degree in engineering (transport, civil, mechanical or electrical engineering) or university degree in law; • Computer literacy; • Proficiency in report drafting; • Excellent communication and analytical skills; • Proficiency in the English language; • Independence and freedom from conflicts of interest in the undertaken responsibilities.
General professional experience (25 points)	<ul style="list-style-type: none"> • Minimum 5 (five) years or more of relevant professional experience; • Excellent analytical, interpersonal and communication skills; • Computer literacy (MS Office applications).
Specific professional experience (50 points)	<ul style="list-style-type: none"> • At least 2 years of experience in drafting legislation in the field of railway • Experience in transposing EU legislation into national legislation in the field of railway safety will be an asset



5. Applications

Applications (EU format CV in English using this format:

www.ibf.be/public/events/17822/TEMPLATE_CV_EN_for_online_applications.docx) need to be submitted by e-mail to domi@ibf.be with a copy to bortolameazzi@ibf.be no later than **17:00 hrs, 28 August 2025**, titled: "Application for the position – Junior Non-Key Expert for drafting the Rulebook on a common safety method for supervision of the safety performance after issuing a safety certificate or safety authorisation".

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

The Project is an equal opportunity employer that encourages applications from women and minorities. 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 Director at IBF: bortolameazzi@ibf.be.