

## Policy and Legal Advice Centre (PLAC IV)

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

#### No. 56

<b>Technical assistance requested:</b>	<p>One (1) Senior Non-Key Expert to draft rulebooks on the animal feed hygiene, undesirable substances in animal feed, the manufacture, placing on the market and use of medicated feed, and on acceptability criteria for detoxification processes applied to products intended for animal feed.</p> <p>One (1) Junior Non-Key Expert to draft a Rulebook on the criteria for detoxification processes applied to products intended for animal feed and preparation of Tables of Concordance.</p>
<b>Project Title:</b>	Policy and Legal Advice Centre (PLAC IV)
<b>Ref:</b>	NEAR/BEG/2023/EA-RP/0175
<b>Service Contract No:</b>	(CRIS) 2024/453-315
<b>Main project beneficiary:</b>	Ministry of European Integration (MEI)
<b>Direct beneficiary of the assignment:</b>	Ministry of Agriculture, Forestry and Water Management (MAFWM)
<b>Content of the assignment:</b>	Technical assistance to ensure drafting of rulebooks on animal feed hygiene, undesirable substances in animal feed, the manufacture, placing on the market and use of medicated feed and on the criteria for detoxification processes applied to products intended for animal feed.
<b>Budget Line/Expert category</b>	Senior Non-Key Expert Junior Non-Key Expert
<b>Duration of the assignment</b>	Senior NKE 30 working days and Junior NKE 25 working days, to be spent in the period March 2026 – September 2026.

#### 1. Background information in relation to PLAC IV project

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

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

PLAC IV should achieve two results:

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

Food Safety, Veterinary and Phytosanitary Policy and EU hygiene rules for foodstuff production ensure high food safety. Animal health and welfare, as well as the safety of food of animal origin, are safeguarded alongside the quality of seeds, plant protection materials, protection against harmful organisms, and animal nutrition.

The EU acquis in the above-mentioned field comprises numerous regulations, directives, and decisions. The acquis reflects the EU's integrated approach to food safety, with farm-to-table measures and requirements aimed at protecting animal and plant health, as well as ensuring adequate monitoring across the internal market.

To implement food safety legislation and regulations in the veterinary and phytosanitary policy area, each Member State must have appropriate administrative structures, including adequate laboratory capacity, to conduct inspections and controls of food products.

As an EU candidate country, Serbia must meet the Union's standards to ensure that its agricultural products and foodstuffs are safe for human consumption and compliant with EU legislation. To achieve this, Serbia needs to adopt and enforce appropriate regulations and measures aligning with EU standards.

Following the adoption of the Screening Report for Chapter 12, the EU Council informed the Republic of Serbia that it is not ready to open negotiations in this chapter and that it must meet three opening benchmarks before negotiations can begin.

The first opening benchmark (OB1) refers to the adoption of a legislative framework aligned with the Union acquis; the second opening benchmark is for the preparation of a comprehensive national strategy with an action plan with concrete deadlines, which will serve as a basis for the transposition, implementation and application of the Union acquis, including a contingency plan for classical swine fever (OB2); the third opening benchmark is on the classification of all food establishments and all establishments handling animal by-products (OB3).

Chapter 12 is one of the most demanding parts of the Union acquis due to the wide range of legislation that must be transposed and implemented. Most provisions, aside from the stringent rules for animal and plant health and the safety of food, feed, and animal products, require significant investment in food establishments, agriculture, and biosecurity measures, which also pose trade challenges. The Republic of Serbia is intensively preparing for negotiations with the EU regarding Chapter 12 – Food Safety, Veterinary and Phytosanitary Policy. Some progress has been made in further aligning with the acquis, in strategic planning, and in addressing the recommendations from the EC's Annual Progress Report.

During the EU accession process, a multiannual plan is in place for the adoption and transposition of the EU acquis. However, certain areas, such as food and feed safety, public health, and trade with the EU, must be regulated and harmonised without delay.

Feed safety is critical for food-producing animals because it directly affects animal health, public health, and the integrity of the food chain, with the aim of protecting animal health and welfare; to ensure safe food for consumers, to prevent zoonotic and chemical risks, to raise awareness of responsible use of veterinary medicines and to ensure strong feed safety.

Contaminated or poor-quality feed can cause disease, reduced growth, reproductive problems, and even mortality; conversely, animal health depends on nutritionally balanced, contaminant-free feed to maintain productivity and welfare.

Harmful substances in feed (e.g., mycotoxins, heavy metals, dioxins, drug residues) can enter meat, milk, and eggs, posing risks to human health. Controlling feed safety helps prevent these hazards from entering the human food chain; unsafe feed can introduce biological hazards and chemical contaminants, increasing the risk of foodborne illness and long-term health effects in consumers.

Proper control of medicated feed helps ensure that antimicrobes and other veterinary medicines are used only when necessary and correctly, reducing the risk of antimicrobial resistance (AMR) and illegal residues in food products.

A strong feed safety system helps producers meet national and international legal requirements and maintain consumer trust in food of animal origin.

Taking into account that legislation in the EU changed in previous years, and that for drafting and implementation of feed legislation, the competent authority shall have proper legislation, there is an urgent need to prepare the national legislation based on:

- Regulation (EU) 2019/4 on the manufacture, placing on the market and use of medicated feed;
- Regulation (EC) No 1831/2003 on feed hygiene;
- Directive (EC) 2002/32/EC on undesirable substances in animal feed;
- Regulation (EU) 2015/786 defining acceptability criteria for detoxification processes applied to products intended for animal feed as provided for in Directive 2002/32/EC.

Together, this legal framework ensures that feed is produced under hygienic conditions, free of unacceptable contaminants, properly controlled during medicated feed, and that any necessary detoxification is safe and reliable.

There is no overlapping between this Project and any ongoing and/or planned assistance projects for the activities covered by this ToR.

## **2. Description of the assignment**

### **a. Specific objectives**

The specific objective of this assignment is to provide expert assistance to the beneficiary in drafting legislation covering feed hygiene, undesirable substances in animal feed, medicated feed, the manufacture, placing on the market and use of medicated feed, and criteria for detoxification processes for animal feed to ensure alignment with the Union acquis.

The Rulebook on feed hygiene is needed as a tool for the veterinary service to facilitate the implementation of the rules stipulated in the targeted legislation.

### **b. Requested services**

1. The requested Senior Non-Key Expert is expected to provide the following services:
  - Assist MAFWM in drafting legislation on the animal feed hygiene, undesirable substances in animal feed, on the manufacture, placing on the market and use of medicated feed, and on acceptability criteria for detoxification processes applied to products intended for animal feed;



- Prepare and implement a workshop to present the draft rulebooks.
2. Junior Non-Key Expert is expected to provide the following services:
- To assist the beneficiaries in drafting a legal act on defining acceptability criteria for detoxification processes applied to products intended for animal feed;
  - To prepare tables of concordance for the above rulebooks;
  - To prepare and provide a presentation on the draft Rulebook defining acceptability criteria for detoxification processes applied to products intended for animal feed within a workshop to be held at the end of the mission.

### **c. Outputs**

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

- Rulebook on feed hygiene drafted;
- Rulebook on the manufacture, placing on the market and use of medicated feed;
- Rulebook on acceptability criteria for detoxification processes applied to products intended for animal feed drafted;
- Workshop held to present the above rulebooks to the MAFWM staff and other relevant persons.

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

- A legal act on defining acceptability criteria for detoxification processes applied to products intended for animal feed drafted;
- Tables of concordance for Regulation (EC) 183/2005 on feed hygiene, Regulation (EU) 2015/786 defining acceptability criteria for detoxification processes applied to products intended for animal feed as provided for in Directive 2002/32/EC, Regulation (EU) 2019/4 on the manufacture, placing on the market and use of medicated feed and Directive (EC) 2002/32/EC on undesirable substances in animal feed prepared;
- Presentation of a legal act defining acceptability criteria for detoxification processes applied to products intended for animal feed, provided during a workshop held for the MAFWM staff and other relevant persons.

### **d. Reporting**

The NKE shall provide the following reports by using the templates of the Project:

- Brief Mission Report with a 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 one week after completing tasks under this assignment. This report will include a description of all activities and outputs provided by the NKE in the context of this assignment.

Submission of reports:

- All reports prepared with 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 them.
- The reports and all prepared documents shall be submitted to the Team Leader of the Project in hard copy and electronic version.

### e. Specifics

Both NKEs shall collaborate with the Project Technical Assistance Team during the assignment. Senior NKE is responsible for coordinating work and deliverables. The NKE's activities and outputs mentioned above may be adjusted by the Team Leader at any stage of the Project's implementation, depending on the Project's evolving needs and the main beneficiary.

The Senior NKE shall ensure that drafting activities and the workshop implementation are aligned with the Ministry of Agriculture, Forestry and Water Management. The Senior NKE shall closely coordinate activities with the assigned representatives of the institutions and others, as relevant, to ensure that aspects related to the implications of EU integration for Serbia are incorporated into all Project activities.

### 3. Expert's input

Total working days	30 Senior and 25 Junior working days (WDs) have been planned for this assignment.
Period of the assignment	March 2026 – September 2026
Starting day	It is expected that the work will be performed from March onwards. However, the exact starting date will be agreed upon at a later stage.
Location/place of assignment	The base of operation will be in Belgrade, Serbia, and the Project will provide office facilities.
Working language	English and Serbian



#### 4. Expert's profile

<b>Senior NKE</b>	
<b>Qualification and skills (25 points)</b>	<ul style="list-style-type: none"> <li>• A level of education corresponding to completed university studies of at least 3 years, attested by a diploma in veterinary, food safety, law, agriculture, or something relevant to the assignment</li> <li>• Computer literacy</li> <li>• Be proficient in report drafting</li> <li>• Excellent communication and analytical skills</li> <li>• Proficiency in the English language</li> <li>• Be independent and free from conflicts of interest in the responsibilities they take on</li> </ul>
<b>General professional experience (25 points)</b>	<ul style="list-style-type: none"> <li>• At least 8 (eight) years of general postgraduate professional experience related to the Union acquis, gained in an EU member state, candidate or potential candidate country.</li> </ul>
<b>Specific professional experience (50 points)</b>	<ul style="list-style-type: none"> <li>• At least 5 (five) years of postgraduate professional experience in an EU member state or candidate country related to harmonisation of legislation in food safety and veterinary policy gained in an EU member state, candidate or potential candidate country.</li> <li>• Postgraduate professional experience in developing a system of official controls in line with the Union acquis requirements gained in an EU member state, candidate or potential candidate country.</li> <li>• Professional experience in the transposition and/or implementation of drafting legislation on the feed hygiene, undesirable substances in animal feed, and the manufacture, placing on the market and use of medicated feed will be an advantage.</li> <li>• Previous professional experience and/or knowledge of the Serbian legal system will be an advantage.</li> </ul>



<b>Junior NKE</b>	
<b>Qualification and skills (25 points)</b>	<ul style="list-style-type: none"> <li>• A level of education corresponding to completed university studies of at least 3 (three) years attested by a diploma in veterinary, food safety, agriculture, or something relevant to the assignment</li> <li>• Computer literacy</li> <li>• Be proficient in report drafting</li> <li>• Excellent communication and analytical skills</li> <li>• Proficiency in the English language</li> <li>• Be independent and free from conflicts of interest in the responsibilities they take on.</li> </ul>
<b>General professional experience (25 points)</b>	<ul style="list-style-type: none"> <li>• At least 5 (five) years of general postgraduate professional experience related to the Union acquis, gained in an EU member state, candidate or potential candidate country.</li> </ul>
<b>Specific professional experience (50 points)</b>	<ul style="list-style-type: none"> <li>• At least 2 (two) years of postgraduate professional experience in an EU member state or candidate country related to the harmonisation of animal feed legislation.</li> <li>• Postgraduate professional experience in the veterinary field of an EU member state or candidate country will be an advantage.</li> <li>• Previous professional experience and/or knowledge of the Serbian legal system will be an advantage.</li> </ul>

## 5. Applications

Applications (EU format CV in English using this format:

[www.ibf.be/public/events/17822/TEMPLATE\\_CV\\_EN\\_for\\_online\\_applications.docx](http://www.ibf.be/public/events/17822/TEMPLATE_CV_EN_for_online_applications.docx)) need to be submitted by e-mail to [domi@ibf.dev](mailto:domi@ibf.dev) with a copy to [bortolameazzi@ibf.dev](mailto:bortolameazzi@ibf.dev) by **17:00 hrs, 20.3.2026**, titled: "Application for the position – Senior / Junior Non-Key Expert in the area of Ch. 12 – Animal feed".

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.

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

For more information, please contact the Project Director at IBF: [bortolameazzi@ibf.dev](mailto:bortolameazzi@ibf.dev).