

Policy and Legal Advice Centre (PLAC IV)

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

No. 57

Technical assistance requested:	1 (one) Senior Non-Key Expert in the area of Negotiating Ch. 28, Consumer and Health Protection; Tobacco Control - The criteria for health compliance and safety of tobacco-related products, and other issues of importance for placing related products on the market
Project Title:	Policy and Legal Advice Centre (PLAC IV)
Ref:	NEAR/BEG/2023/EA-RP/0175
Service Contract No:	(CRIS) 2024/453-315
Main project beneficiary:	Ministry of European Integration (MEI)
Direct beneficiary of the assignment:	Ministry of Health
Content of the assignment:	Technical assistance for the implementation of regulations concerning the criteria for health compliance and safety of related products, and other issues of importance for placing related products on the market and an overview of good practices in EU countries (preferably Denmark and Slovenia)
Budget Line/Expert category	One Senior Non-Key Expert
Duration of the assignment	10 working days (WD)

1. Background information in relation to the 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 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 EU legislation and its effective implementation.
- R2: Enhanced capacities of relevant national structures for the successful carrying out of accession negotiations



This type of assistance is of great importance to the Ministry of Health (the competent authority for tobacco-related products). It includes support for drafting the Rulebook on the criteria for health compliance and the safety of related products, as well as addressing other relevant issues related to placing such products on the market. The assistance is intended to align with Directive 2014/40/EU on the approximation of the laws and regulations of the Member States concerning the criteria for health compliance and the safety of related products, as well as other matters important to their market placement.

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 support the Ministry of Health, the competent authority for products related to tobacco products. Expert support is required to ensure compliance with health and safety criteria for related products and to address other issues associated with placing them on the market. These products include electronic cigarettes and refill containers, herbal products for smoking or heating, nicotine pouches, water pipe products, and similar products.

The support provided by relevant experts includes assistance with drafting the Rulebook on health compliance and product safety criteria, as well as addressing other market-related issues. The assistance is aimed at aligning with Directive 2014/40/EU and the best practices of EU countries that have more comprehensively regulated related products, to further harmonise domestic legislation and apply best practices, with particular reference to regulations and best practices concerning tobacco-related products in Denmark and Slovenia.

Through training organised with PLAC 4 assistance, the Tobacco Administration's capacity would be strengthened.

b. Requested services

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

- a) **Support in drafting the Rulebook** on health compliance and product safety criteria of tobacco-related products, specifically regarding:
 - The criteria for health compliance and safety of related products
 - Other relevant issues related to the placing of such products on the market
- b) **Designing and implementing training** for relevant institutions to exchange good practices and implement regulations on the criteria for health compliance and safety of tobacco-related products, as well as addressing other relevant issues concerning the placing of such products on the market.

c. Outputs

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

- Rulebook drafted based on the analysis of regulations on tobacco-related products and best practices in selected EU countries, particularly regarding the criteria for health compliance and safety of these products, as well as other relevant issues related to their placing on the market;

- Workshop delivered with PowerPoint presentation prepared for relevant institutions to present the draft Rulebook on the criteria for health compliance and safety of tobacco-related products, as well as to address other relevant issues concerning the placing of such products on the market.

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, if required by the Project Team Leader;
- Final Mission Report, no later than one week after completion of 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 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, who is 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 experts shall collaborate with the Project Technical Assistance Team throughout the assignment. The NKEs' activities and outputs mentioned above may be adjusted by the Team Leader at any stage of Project implementation, based on the Project's evolving needs and the main beneficiary.

The NKEs shall ensure that the implementation of activities is aligned with the Beneficiary. The experts 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	10 working days (WDs) have been planned for this assignment
Period of the assignment	April 2026 – July 2026
Starting day	It is expected that the work will be performed from April 2026 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 office facilities will be provided by the Project.
Working language	English



4. Expert's profile

Senior NKE	
Qualification and skills (25 points)	<ul style="list-style-type: none"> • Relevant university degree, preferably in fields related to law, health, or similar • Computer literacy • Be proficient in report drafting • Excellent communication and analytical skills • Proficiency in the English language • Be independent and free from conflicts of interest in the responsibilities they take on
General professional experience (25 points)	<ul style="list-style-type: none"> • Minimum 8 (eight) years of relevant professional experience in harmonising legislation with EU acquis or policy creation in a relevant field. Professional experience related to the Union acquis, gained in an EU Member State or in a candidate or potential candidate country.
Specific professional experience (50 points)	<ul style="list-style-type: none"> • At least 5 (five) years of experience in the required area of tobacco control and drafting and implementing tobacco-related legislation

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.dev with a copy to bortolameazzi@ibf.dev by **17:00 hrs, 14.04.2026**, titled: "Application for the position – Senior Non-Key Expert in the area of Ch. 28 – Tobacco related products".

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 the beneficiary country, Serbia.

For more information, please contact the Project Director at IBF: bortolameazzi@ibf.dev.