

Policy and Legal Advice Centre (PLAC IV)

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

No. 64

Technical assistance requested:	Senior Non-Key Expert (SNKE) on drafting bylaws regulating Digital Identity Wallet
Project Title:	Policy and Legal Advice Centre (PLAC IV)
Ref:	NEAR/BEG/2023/EA-RP/0175
Service Contract No:	(CRIS) 2024/454-315
Main beneficiary:	Ministry of European Integration (MEI) and the Negotiating Team
Content of the assignment:	Technical assistance is required to further harmonise national legislation on Digital Identity Wallet with the EU acquis.
Direct beneficiary:	Negotiating Group Ch. 10; The Ministry of Information and Telecommunications (MoIT)
Budget Line/Expert category	Senior Non-Key Expert (SNKE)
Duration of the assignment	25 working days (WD) for SNKE, from June 2026 – September 2026

1. Relevant background information

Background information in relation to PLAC IV project

The overarching objective of the PLAC IV project is to support the Serbian administration in effectively conducting accession negotiations and managing EU integration and pre-accession assistance in alignment with the goal of EU membership.

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

PLAC IV is designed to deliver two primary results:

- R1: Enhanced alignment of Serbian national legislation with EU legislation and strengthened capacities for its effective implementation.
- R2: Improved institutional and administrative capacities of relevant national structures to successfully conduct EU accession negotiations and manage related processes.

The new Law on Electronic Documents, Electronic Identification and Trust Services in Electronic Business in Serbia will establish the legal basis for the introduction of a Digital Identity Wallet. Its detailed implementation will need to be regulated through appropriate secondary legislation, including rules on technical, security and operational requirements. These by-laws should be developed in line with the EU Digital Identity Framework, in order to ensure interoperability, trust and alignment with European standards.



Background information in relation to Chapter 10 – Information Society and Media

The new **Law on Electronic Documents, Electronic Identification and Trust Services in Electronic Business** represents an important step in aligning Serbia with the EU regulatory framework in the field of digital identity, electronic identification and trust services.

By introducing the Digital Identity Wallet, the Law creates a legal basis for a modern digital identity system compatible with the EU Digital Identity Framework. The Wallet will allow citizens and businesses to securely store, manage and present identity data and electronic attestations of attributes, while keeping control over what data they share.

However, the Law itself only establishes the general framework. The practical functioning of the Digital Identity Wallet will have to be further regulated through secondary legislation. These by-laws should define the conditions for issuing, using, suspending and revoking the Wallet, as well as technical and security requirements, certification procedures, validation mechanisms and rules for relying parties.

They will also need to ensure that the Serbian Digital Identity Wallet can operate in line with European standards and, in the future, support cross-border recognition and interoperability with EU digital identity systems.

2. Description of the assignment

a. Specific objectives

The consultant's specific objectives will be to support the development of the secondary legal framework necessary for the practical implementation of the Digital Identity Wallet in Serbia, in line with the EU regulatory framework and relevant European standards.

The consultant will be expected to analyse the new legal framework and identify the regulatory, technical and organisational requirements that require further specification through secondary legislation. This includes defining detailed conditions for the issuance, use, suspension and revocation of the Digital Identity Wallet, as well as the roles and responsibilities of the competent authorities, users, relying parties and other relevant stakeholders.

A key objective will be to ensure that the Digital Identity Wallet is regulated in a manner that guarantees a high level of security, trust, interoperability and protection of personal data. The consultant should therefore provide guidance on rules related to user control, data minimisation, selective disclosure of data, authentication mechanisms, validation of identity data and electronic attestations of attributes.

The consultant will also be expected to define the regulatory requirements for the registration and supervision of relying parties that intend to use the Digital Identity Wallet. This should include rules on the purpose of data use, the scope of data that may be requested from users, authentication of relying parties, transparency obligations and safeguards against excessive or unlawful data processing.

Another important objective will be to establish clear procedures for handling irregularities, vulnerabilities and security incidents related to the Digital Identity Wallet. This includes proposing measures for temporary suspension, withdrawal, notification to users and the competent authorities, remediation of vulnerabilities, and restoration of secure use.

Finally, the consultant should ensure that the proposed secondary framework supports future cross-border interoperability and recognition of the Serbian Digital Identity Wallet, and that it is consistent with the principles and requirements of the EU Digital Identity Framework.

The selected expert shall take into account the results of previous assignments conducted under the PLAC III and PLAC IV projects to deliver high-quality and consistent outputs that support Serbia's digital transformation and EU integration agenda.



b. Requested services

The Senior NKE is expected to provide the following services:

The expert's task will be to draft the secondary legislation necessary for the implementation of the Digital Identity Wallet, ensuring its alignment with the EU regulatory framework and relevant European standards.

This will include the preparation of the following bylaws:

- 1. Regulation on the Detailed Conditions for the Issuance, Use and Revocation of the Digital Identity Wallet;**
- 2. Rulebook on the Content and Manner of Keeping the Register of Relying Parties for the Use of the Digital Identity Wallet;**
- 3. Rulebook on Measures to Be Taken in Cases of Irregularities, Vulnerabilities and Security Incidents Related to the Use of the Digital Identity Wallet.**

Through these by-laws, the expert should provide a detailed legal and operational framework for the functioning of the Digital Identity Wallet, including its lifecycle, the obligations of relying parties, and procedures for responding to security and operational risks.

c. Outputs

The expert's expected outputs will include preparing a complete secondary legal framework necessary for implementing the Digital Identity Wallet.

The expert will be required to deliver **draft secondary legislation** regulating the key aspects of the Digital Identity Wallet:

- 1. Regulation on the Detailed Conditions for the Issuance, Use and Revocation of the Digital Identity Wallet;**
- 2. Rulebook on the Content and Manner of Keeping the Register of Relying Parties for the Use of the Digital Identity Wallet;**
- 3. Rulebook on Measures to Be Taken in Cases of Irregularities, Vulnerabilities and Security Incidents Related to the Use of the Digital Identity Wallet.**

For each draft by-law, the expert will also prepare a **detailed explanatory note**. The explanatory note should describe the purpose of the proposed regulation, the legal basis for its adoption, the main issues it regulates, the reasons for the proposed solutions, and the expected effects on citizens, businesses, competent authorities and other relevant stakeholders.

In addition, for the regulation governing the detailed conditions for the issuance, use, and revocation of the Digital Identity Wallet, the expert will prepare a **compliance table**. This table should clearly show the level of alignment of the proposed provisions with the relevant requirements of the EU Digital Identity Framework, including the applicable rules on interoperability, security, user control, data protection, selective disclosure, certification and trust.

The expert will also be expected to provide **recommendations for further alignment** where full compliance cannot be achieved immediately, including identification of any legal, technical or institutional gaps that may need to be addressed in future regulatory or implementation activities.

The final outputs should be delivered in a form suitable for consultation with relevant institutions and for further processing within the national legislative procedure.



d. Reporting

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

- 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 SNKE in the context of this assignment.
- A brief interim report - only upon a request of the PLAC IV team: TL and/or KE 2.

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.
- The final version of the mission report prepared with the agreed quality shall be submitted to the Team Leader of the Project for review, comments and final approval.
- The reports shall be signed by SNKE and the Team Leader, who is responsible for endorsing them.
- The reports and all prepared documents shall be submitted in a hard copy and electronic version to the Team Leader of the project.

e. Specifics

The SNKE shall work under the guidance and follow the instructions of the Team Leader. The SNKE shall collaborate with the project team, other experts involved and representatives of the relevant beneficiary institutions.

For each short-term mission, the timing and duration shall be agreed upon with the Beneficiary and the PLAC team before each planned mission.

3. Expert's input

Total working days	25 working days (WD) for a Senior Non-Key Expert have been planned for this assignment.
Period of the assignment	June 2026 - September 2026
Starting day	It is expected that the work will be performed within the period from June 2026 – September 2026. However, the exact starting date will be agreed at a later stage.
Location/place of assignment	The SNKE has to deliver 100% of the input in Belgrade, Serbia, unless otherwise agreed, due to extraordinary circumstances.
Working language	English



4. Expert's profile

Senior NKE in the field of postal services (25 WD)	
Qualification and skills (25 points)	<ul style="list-style-type: none"> • A level of education corresponding to completed university studies of at least 4 years, attested by a diploma in law, information technology, or another field directly relevant to the assignment, with proven knowledge of Serbia's legal and institutional framework, particularly in areas related to digital transformation and EU integration. • Proficiency in the English language (written and spoken), with demonstrated ability to draft complex legal and technical documents in alignment with both EU standards and national requirements. • Proven experience in drafting reports, technical/legal analyses, and legislative proposals, with a focus on aligning national legislation with EU acquis, particularly in the context of Serbia or similar jurisdictions. • Excellent communication, analytical, and organisational skills, with the ability to effectively engage with Serbian institutions and stakeholders to address country-specific challenges. • Independence and freedom from conflicts of interest in carrying out the responsibilities under the assignment, with a deep understanding of Serbia's EU integration objectives and legislative priorities.
General professional experience (25 points)	<ul style="list-style-type: none"> • At least 8 years of general postgraduate professional experience in the fields of electronic communications, trust services, or digital identity, gained in an EU Member State, candidate, or potential candidate country.
Specific professional experience (50 points)	<ul style="list-style-type: none"> • At least 3 years of previous professional experience related to harmonisation with Union acquis in Chapter 10 gained in an EU Member State, candidate, or potential candidate country. • Knowledge of the legal system of the Republic of Serbia will be an advantage.



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, 26 May 2026**, titled:

“Application for the position – Senior NKE in the area of Negotiating Ch. 10 - Information Society and Media, Senior Non-Key Expert (NKE) on drafting bylaws regulating Digital Identity Wallet”.

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 posts are not available to civil servants or other public administration officials in the beneficiary country, Serbia.

Please note that pre-selected experts are requested to sign a Statement of Availability (SoA) to acknowledge and confirm their availability to accomplish this assignment within the indicated period, at the indicated starting date (if any), and within the number of working days requested.

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