

Policy and Legal Advice Centre (PLAC IV)

Terms of Reference (ToR) for a Short-Term Assignment No. 8a

Technical assistance requested:	One (1) Junior Non-Key Expert in institutional and administrative capacity building
Project Title:	Policy and Legal Advice Centre (PLAC 4)
Ref:	NEAR/BEG/2023/EA-RP/0175
Service Contract No:	(CRIS) 2024/453-315
Main beneficiary:	The Ministry of European Integration (MEI)
Content of the assignment:	Additional support to the line institutions and the negotiating structures in the performance of quality operational work in relation to the harmonization of legislation process, with a focus on practical and organizational aspects and challenges in the implementation of project activities
Budget Line/Expert category	Junior Non-Key Short-Term Expert
Duration of the assignment	10 working days

1. Background information in relation to the PLAC 4 project

The overall objective of PLAC 4 is for the Serbian administration to effectively conduct accession negotiations and successfully manage overall EU integration and pre-accession assistance geared towards 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 4 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 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.

Serbian public administration has entered into a 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, the PLAC 4 Project shall support domestic line institutions and the negotiating structures both in the performance of quality operational work in relation to the harmonisation process and in the effective coordination during various stages and phases in the process for different negotiation chapters.

In this respect, the additional ad hoc (on-demand) support of a Junior Non-Key Expert (JNKE) is needed to facilitate this process and keep it at a high pace to respond to increased expertise requirements. The expertise required is that of institutional and capacity building within the EU integration, organisational and administrative processes, which will fully complement the expertise already existing in the PLAC project. The expert will be working on demand to support and facilitate the project activities.

2. Description of the assignment

a. Specific objectives

The specific objectives of this assignment are:

- 1) to provide support in the implementation of institutional and capacity building related activities and to follow up on implementing measures on demand;
- 2) to pass on knowledge gained working in similar EU integration and alignment adaptation processes.

b. Requested services

The Junior NKE is expected to provide the following services and to collaborate with the project team and the beneficiaries in the implementation of the following activities:

- Provide specific advice and support in implementing training activities for civil servants and state employees of the beneficiary institutions;
- Provide support to the beneficiary institutions' assessment of administrative capacities and competences of institutions in charge of specific assignments related to legal harmonisation and institutional capacity building within the overall EU negotiation process;



- Collect, sort and analyse relevant data and information for horizontal and specific assessments and analyses.

c. Outputs

The outputs delivered by the JNKE shall be, but not limited to, the following:

- Support in drafting, finalisation and updating of various documents relevant to the agreed activities;
- Support in monitoring the implementation of agreed activities against the previous plans using relevant indicators;
- Support in facilitation of coordination, cooperation and technical implementation in relation to horizontal and specific areas and related to line ministries and negotiating structures involved in harmonisation and accession negotiations process.

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

e. Specifics

The Junior NKE shall collaborate with the Project Technical Assistance Team to prepare and implement the assigned tasks. The Team Leader may adjust the NKE's activities and outputs mentioned above at any stage in the project's implementation, depending on the evolving needs of the Project and the main beneficiary.

The Junior NKE shall ensure that documents prepared during the various stages of implementation of the project activities and tasks are aligned with EU best practices. The Junior NKE shall closely coordinate the activities with the line institutions, as relevant, to ensure that aspects related to implications of EU integration for Serbia are incorporated into all activities carried out by the Project.

3. Expert's input

Total working days	10 working days (WDs) have been planned for this assignment. An 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	August 2026 – November 2026
Starting day	The work is expected to be performed from August 2026 onwards.
Location/place of assignment	The base of operation will be in Belgrade, Serbia, and the Project will provide office facilities.
Working language	English/Serbian

4. Expert's profile

Qualification and skills (25 points)	• Relevant university degree, preferably in the field of law; a master's diploma in the relevant field will be considered an asset • Excellent analytical, drafting and reporting skills • Working knowledge of the English language • Knowledge of the Serbian language • Computer literacy (MS Office applications)
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General professional experience (25 points)	• Minimum 5 (five) years of postgraduate professional experience in providing legal advice, legal research and analysis, EU policies or the EU integration processes and institutional building gained in national administration, research and academic institutions, international donor-funded projects or non-governmental organisations in an EU member state, candidate or potential candidate country
Specific professional experience (50 points)	• Minimum 3 (three) preferably 5 (five) years of postgraduate professional experience in areas of institutional building, capacity building, education, institutional analyses, policy implementation and coordination among stakeholders • Previous postgraduate professional experience of working in at least one but preferably two EU-funded projects • Experience in legal drafting will be considered an asset • Previous professional experience, and/or knowledge of national legislation of the Republic of Serbia would be an advantage.

5. Applications

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to domi@ibf.be with a copy to bortolameazzi@ibf.be by **17.00 hrs; 7. August 2026**, titled: "Application for the position – Junior Non-Key Expert in the area of in institutional and administrative capacity building"

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 Project Director at IBF: bortolameazzi@ibf.be.