



***Capacity building for the alignment with the acquis in the area of agriculture, rural development,
food safety, veterinary and phytosanitary policy***
EuropeAid/138038/DH/SER/RS

Terms of Reference No. 13

**Senior Non-key expert on Project Component 2 issues – Assessment of the relevant institutional framework
and institutional structures in the Food and feed safety and Veterinary field**

1. Project Background

The overall objective of the project is to improve the capacity of the Ministry of Agriculture, Forestry and Water Management (MAFWM) to manage the process of integration with the EU policies in the agriculture and food sector.

Agriculture, rural development, food safety, veterinary and phytosanitary policy in the EU is regulated by several legal acts which can be transposed directly from European legislation. Their correct administrative application is crucial for the functioning of the Common Agricultural Policy and the EU internal market. The EU legislation from Chapter 12 may have a significant impact on the current policy support to agriculture in the Republic of Serbia.

Through the implementation of component 2, this project supports the MAFWM, Veterinary Directorate, Plant Protection Directorate, Sector for Agricultural Inspection, Ministry of Health and other bodies, stakeholders involved in the EU accession process with support in transposition of *acquis* and preparations for implementation of EU Food Safety, Veterinary and Phytosanitary Policy and the associated *acquis*. The project shall provide high quality expertise to the EU integration process in the Republic of Serbia for Chapter 11 and Chapter 12.

The project will have two-fold approach: (1) provide support to coordination and managing the process (2) provide technical (content-oriented) support and expertise on demand to the relevant structures in the MAEP and other institutions.

Component 2. Strengthening the MAFWM and other relevant stakeholder's capacity to effectively administer and implement alignment of Food Safety, Veterinary and Phytosanitary Policy in the process of EU Accession-Chapter 12 (Activity 2) **has 4 results:**

- **Result 2.1** Assistance to MAFWM and other relevant stakeholders in preparation for – and in support of accession negotiations pertaining to chapter 12 (Food Safety, Veterinary and Phytosanitary Policy) provided;
- **Result 2.2** Support to the ongoing process of harmonization of legislation in the food safety, veterinary and phytosanitary area with the EU *acquis* provided;
- **Result 2.3** Institutional and administrative capacity is upgraded and strengthened as to be fully capable to apply EU *acquis* concerning food safety, veterinary and phytosanitary legislation by the date of accession.
- **Result 2.4** Communication Strategy and Communication plan for accession negotiation process in Chapter 12 is prepared and implemented, including but not limited to training development of communication tools and implementation of the awareness campaign.



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2. Reference document

Terms of Reference of the Project: EuropeAid/138038/DH/SER/RS Capacity building for the alignment with the acquis in the area of agriculture, rural development, food safety and phytosanitary policy.

3. Terms of Reference Relevance

This mission will be carried out in the framework of the project activities as described in the Terms of Reference, Project Proposal and Project Implementation plan. The assignment will contribute to the achievement of Component 2 by providing expertise and supporting the beneficiary institutions to build up well-functioning process of transposition of EU acquis related to Chapter 12 and assist in fulfilling benchmarks set up by the EU Commission and to be able to open negotiations on Chapter 12.

4. Assignment objective(s)

In this respect the project needs the expert's support to and will be engaged in the following Project activities:

Activity 2.1. Providing assistance to competent authorities along the accession negotiation process in Chapter 12 – Food Safety, Veterinary and Phytosanitary Policy, provided through performing expertise and preparation of various technical documents;

Activity 2.2. Providing support to the ongoing process of harmonization of legislation in the food safety, veterinary and phytosanitary area with the EU acquis sub - activities 2.2.4. Assessment of the relevant institutional framework and support in adjustments of the institutional structures and authorities involved in the food safety, veterinary and phytosanitary area, in order to be fully capable to apply EU acquis

5. Main Tasks/Activities

The Senior NKE on Project Component 2 issues will support the project Technical Assistance Team (TAT) and beneficiary in:

- Evaluating the performance of the relevant administrative structures for the Food and feed safety and Veterinary field, whether all the structures that are required to implement the various parts of the chapter 12 are in place. This concerns both the way in which these structures fulfil their functions, and the output they deliver, including overlapping in the implementation of official controls and functional analysis;
- Using available information (reports and outcomes) of previously absorbed technical capacity and functional analysis;
- Analysing all currently available documentation related to the organization, structure and description of the tasks for the identified posts in the institutions responsible for Food and feed safety and Veterinary field of Chapter 12 (Strategic plans, systematization of working places of the beneficiary sectors, Country profiles, FVO report etc.) and reviewing the organizational set-up, efficacy of the performance and appropriate use of the available resource.
- Analysing all materials and information and conducting analysis on the operating structure and framework legislation of the MAFWM, Veterinary Directorate and related institutions in order to be fully capable to



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implement and apply the EU acquis Chapter 12 on food and feed safety and veterinary issues (capacity, performance, training, work load analysis (WLA), job description, internal auditing, verification, official controls);

- Closely collaborating with experts involved in the preparation of strategies and action plans (Activity 2.1) and providing the necessary information to prepare a strategy and action plan;
- Drafting report on assessment, findings and recommendations and closely cooperate with Junior non-key experts in this field;
- Organizing and conducting meetings with beneficiary, main negotiator and related institutions and stakeholders;
- Organizing a 1-day workshop and presenting to the beneficiary main findings and recommendations;
- Assisting in drafting project progress reports.

6. Related Outputs

Under supervision of the project KE 2 and TAT the Senior NKE on Project Component 2 issues shall produce the following deliverables:

- An **assessment** of administrative capacity considering EU approach and legislation performed, thoroughly examined national legislation, various documents to check whether all structures that are required to implement related to the chapter 12 on Food and feed safety and Veterinary field are in place and overlaps assessed if any;
- All currently available documentation related to the organization, structure and description of the tasks for the identified posts in the institutions responsible for Food and feed safety and Veterinary field of Chapter 12 (Strategic plans, systematization of working places of the beneficiary sectors, Country profiles, FVO report etc.) analysed and reviewed regarding the organizational set-up, efficacy of the performance and appropriate use of the available resource;
- Available information (reports and outcomes) of previously absorbed technical capacity and functional analysis used for assessment;
- Report on assessment, findings and recommendations of the relevant institutional framework and support in adjustments of the institutional structures and authorities involved in the Food and feed safety and Veterinary field in order to be fully capable to apply EU acquis drafted and submitted to the beneficiary and KE2 for assessment;
- Established close cooperation with Junior NKE in this field, as well as with Senior and Junior non-key experts (J-NKE) involved in the project Activity 2.1 and Activity 2.2;
- Organized and conducted meetings with beneficiary, negotiator and related institutions and stakeholders;
- 1-day Workshop organized and main findings and recommendations presented to the beneficiary;
- Weekly work plan, meeting minutes and mission report on monthly basis drafted and submitted to the KE 2.



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The timeframe set in the project work plan must be observed in the performing mission.

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period December 2019 to Jun 2020, up to 10 working days. The number of days is subject to extension as needed.

8. Reporting

The expert shall deliver monthly reports in the English language on last workday of the month she/he worked, with attached all written deliverables as annexes. The report will be attached to the expert's draft timesheet.

9. Expert profile

Qualifications and skills:

- University degree academic level in the field of Food safety and Veterinary, law, food technology and/or another related domain;
- Excellent command of English written and spoken;
- Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and the Internet);
- Excellent reporting skills;
- Analytical experience and skills;
- Ability to work in a team;
- Excellent communication skills.

General professional experience:

- Minimum 10 years of general postgraduate professional experience.

Specific professional experience:

- Minimum 5 preferably 10 years of relevant specific professional experience in the EU food and feed safety, veterinary policy, preferably gained in the Ministries responsible for the Chapter 12 or related public institutions in an EU Member State;
- Previous experience in similar assignment will be considered as an asset;
- More years of specific professional experience will be considered as an asset;
- Understanding and implementation the EU acquis, Chapter 12;
- Experience in the Strategic Planning and/or drafting legislation.

10. Evaluation of work

The expert's performance will be assessed by the project KE 2, TL and TAT and the Beneficiary's representatives.



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11. Applications

Application letter, EU format CV (please use the following link: https://ec.europa.eu/europeaid/audit-framework-contract-2010-annex-5-curriculum-vitae_en) and supporting documents linked with the working experience stated in the CV, all in English, are to be submitted by e-mail to hr@weglobal.org, olivera.maric@weglobal.org and tatjana.mihajlov@weglobal.org no later than 5th December 2019, titled: “Application for the position – **Senior Non-key expert on Project Component 2 issues – Assessment of the relevant institutional framework and institutional structures in the Food and feed safety and Veterinary field – ToR No. 13**”.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

All applications will be considered strictly confidential.

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