



***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. 17**

**Senior Non-key expert on Project Component 2 issues – Planning and Development of Documents in the field of  
Phytosanitary policy – registration of operators and establishing of plant passport registration system**

**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:

2.3. Upgrading and strengthening institutional and administrative capacity to be fully capable to apply EU acquis concerning food safety, veterinary and phytosanitary legislation and sub- Activities:

2.3.4.1. Analysis of the existing system of registration and insurance of plant passports, including existing IT systems and databases which could be used for registration;

2.3.4.2. Assistance in setting up a harmonized system of registration of operators.

## **5. Main Tasks/Activities**

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

- Analysing the current legislative basis, current system regarding the registration and the status of the plant passport system in Serbia;
- Analysing the current list of those plants, plant products and other objects, for which a plant passport is required for their movement;
- Getting acquainted with the information obtained from other projects in this field from the institution/s evaluation process;
- Closely cooperating with junior non-key expert in analysing and revision of collected data, including data from the Register of importers, producers and other operators;
- Organizing and conducting meeting with beneficiary, related institution and stakeholders;
- Analysing and/or collecting information on:
  - the current organisational system in the plant passport registration area;
  - the development of the sector;
  - professionalism and authority available in the competent authorities;
  - the professionalism of producers and farmers;



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- the costs proceeding from the choices.
- Drafting an action plan and schematic architecture of the plant passport registration system;
- Providing support to the beneficiary in setting up a harmonized system of registration of operators and system for plant passport registration;
- Organizing a workshop in cooperation with beneficiary and junior NKE on plant passport registration system and system for the registration of operators;
- Assisting in drafting project progress reports.

## **6. Related Outputs**

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

- Materials on current legislative basis, current system regarding the registration and the status of the plant passport system in Serbia, the current list of those plants, plant products and other objects, for which a plant passport is required for their movement analysed in cooperation with a junior non-key expert and beneficiaries in this field;
- The Action Plan and schematic architecture of the plant passport registration system drafted and/or revised based on findings and conclusions, in collaboration with a junior non-key expert in this field and beneficiary institutions;
- The Action Plan prepared considering the EU legislative requirements in this field;
- System for the registration of operators and plant passport registration proposed, considering the EU legislation requirements;
- Workshop on plant passport registration system and system for the registration of operators organized;
- Meetings with beneficiary, related institutions and stakeholders organized;
- Weekly work plan, meeting minutes and mission report with clear description of activities performed and recommendations for future actions on monthly basis drafted and submitted to the KE 2.

The timeframe set in the project work plan must be observed in the development of the Action plan and establishing system for the registration of operators.

## **7. Timing and duration of mission/s**

**The assignment shall be implemented in Belgrade, Serbia, in the December 2019 to October 2020, up to 25 working days. The number of days is subject to extension as needed.**

## **8. Reporting**

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



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## **9. Expert profile**

### **Qualifications and skills:**

- University degree academic level in the field of phytosanitary/agriculture, law, 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 Phytosanitary field, preferably in the registration and plant passport system and/or registration of operators, gained in the Ministries responsible for the Chapter 12 and/or related public institutions in the EU Member State;
- Previous experience in similar assignment will be considered an asset;
- More years of specific professional experience will be considered an asset;
- Understanding and implementation the EU acquis, Chapter 12;
- Experience in the drafting legal acts and/or strategies.

## **10. Evaluation of work**

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

## **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](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](mailto:hr@weglobal.org), [olivera.maric@weglobal.org](mailto:olivera.maric@weglobal.org) and [tatjana.mihajlov@weglobal.org](mailto:tatjana.mihajlov@weglobal.org) no later than 5<sup>th</sup> December 2019, titled: "Application for the position – **Senior Non-key expert on Project Component 2 issues – Planning and Development of Documents in the field of Phytosanitary policy – registration of operators and establishing of plant passport registration system – ToR No. 17**".

Only short-listed candidates will be contacted.



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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.