



***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. 21**

**Senior Non-key expert on Project Component 2 issues – Planning and Development of Sector Strategic Documents in the field of Food safety, Veterinary and Phytosanitary Border control**

**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.

**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.



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### **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 and sub- activity 2.1.1.6. Assistance in revision and implementation of Strategy and action plan for BIPs management.

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

The Senior NKE on Project Component 2 issues will support Technical Assistance Team (TAT) and beneficiary and will perform following activities:

- Analysing available materials and information in order to be able to evaluate and conduct analysis on the operating structure, capacity, performance, training, work load, job description, official control, internal auditing and framework legislation of the Ministry of Agriculture, Forestry and Water Management (MAFWM) and Food safety, Veterinary and Phytosanitary border control and related institutions in order to be fully capable to implement and apply EU acquis Chapter 12 on food and feed safety, veterinary and phytosanitary border control issues and enabling tools for setting up appropriate structures and inspection arrangements related to food and feed safety, veterinary and phytosanitary checks at the external borders;
- If necessary, visiting BIPs in cooperation with beneficiary and junior non-key experts;
- Using the information obtained from other projects in the institution/s evaluation process;
- Supporting Serbian authorities in identifying border inspection posts to be proposed as EU border posts with third countries, by assessing workload and planning and preparing Action plan;
- Drafting or revising draft Strategy and an Action Plan for ensuring stable administrative and official inspection personnel capacity to perform non-discriminatory checks at the external borders, in compliance with the relevant EU legislation, including technical data;
- Drafting report on findings, observation and recommendations of the evaluation process;
- Describing the necessary cooperation between related institutions in Food and feed safety, Veterinary and Phytosanitary border control area;
- Closely cooperating with junior NKEs in this field and collaborating with experts involved in the preparation of strategies and action plans (Activity 2.1) and providing the necessary information to prepare a strategy;



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- Organizing and conducting meetings with beneficiary, main negotiator and related institutions and stakeholders as needed;
- Organizing workshop and presenting Strategy and Action Plan to the beneficiary;
- 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:

- All available materials and information analysed for conducting analysis on the operating structure, functional analysis, capacity, performance, training, work load, job description, official control, internal auditing and framework legislation of the MAFWM and Food and feed safety, Veterinary and Phytosanitary border control and related institutions in order to be fully capable to implement and apply EU acquis Chapter 12 and enabling tools for setting up appropriate structures and inspection arrangements related to Food and feed safety and Veterinary and phytosanitary checks at the external borders;
- If necessary, BIPs visited in cooperation with beneficiary and junior NKE;
- Information obtained from other projects in the institution/s evaluation process used;
- Border inspection post as EU border post with third countries identified and proposed to the Serbian authorities and supporting on Action plan/timetable for number of BIPs after joining EU, as well as the capacity issues after on;
- Report on findings, observation and recommendations of the evaluation process drafted and the necessary cooperation between related institutions in Food and feed safety, Veterinary and Phytosanitary border control area described;
- Border control strategy for Food and feed safety, veterinary and Phytosanitary issues and an action plan drafted and structured at least as follows:
  - describes the current situation on transposition and implementation of Chapter 12 of EU acquis related to the Food safety, Veterinary and Phytosanitary border control;
  - identifies the strengths, weaknesses, opportunities and threats through an analysis;
  - defines the general and specific objectives;
  - defines the problems that require government interventions;
  - identifies the necessary actions under each of the areas;
  - required human and technical capacity, as well as financial resources necessary for enforcement of the legislation covered under Chapter 12 EU Acquis;
  - sets clear responsibilities, implementation deadlines;
  - provisions of IT and internet networking of the BIPs in the country;
  - Implementation plan (Action plan) as annex to the Strategy;
- Workshop organized and Strategy and Action Plan presented to the beneficiary;
- Established close cooperation with junior NKE in this field and collaborated with experts involved in the preparation of strategies and action plans (Activity 2.1) and necessary information provided;
- Assistance in drafting project progress report provided;



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- Weekly work plan, meeting minutes and mission reports 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 Outputs under point 6.

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

**The assignment shall be implemented in Belgrade, Serbia, in the December 2019 to September 2020, up to 20 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. 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 hygiene, Veterinary and/or Phytosanitary/agriculture, law, social sciences 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 Food safety and/or Veterinary and/or Phytosanitary border control field, 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 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 drafting strategies and/or legal acts.

#### **10. Evaluation of work**

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



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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](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 Sector Strategic Documents in the field of Food safety, Veterinary and Phytosanitary Border control – ToR No. 21**”.

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.