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

Technical assistance requested:	Two (2) Senior Non-Key Experts in the area of IACS related to CAP
Project Title:	Policy and Legal Advice Centre (PLAC II), Serbia
Ref:	Europe Aid/137065/DH/SER/RS
Service Contract No.:	(CRIS) 2016/375-724
Main beneficiary:	Ministry of European Integration, Negotiating Team of the Republic of Serbia for Chapter 11
Target Beneficiaries:	Directorate for Agrarian Payments, the Ministry of Agriculture, Forestry and Water Management
Content of the assignment:	Defining detailed action plan of the further steps in establishment of IACS including advice on its functionalities and data deriving from various sources
Budget Line / Expert Category:	Senior Non-Key Experts
Duration of the assignment:	40 WDs in total, equally split among two NKEs, spent during several missions in the period from April – (tentatively) September 2018

1. Relevant background information

Background information in relation to PLAC II project:

The scope of PLAC II project is to provide support to relevant national institutions in charge of alignment of national legal acts with the EU acquis and to contribute to further building of capacities of relevant national structures for successful carrying out of accession negotiations.

The PLAC II project should achieve two results:

RESULT 1 - Enhanced compatibility of national legislation with EU legislation and its effective implementation,

RESULT 2 - Enhanced capacities of the 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. After completion of screening process in 2015, Serbian public administration has entered into much more 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, PLAC II Project shall support domestic line institutions and the negotiating structures both in performance of quality operational work in relation to harmonisation process and in the effective coordination during various stages and phases in the process for different negotiation chapters.



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Background information in relation to Chapter 11 – Agriculture and Rural Development:

As per Screening Report for Chapter 11 – Agriculture and Rural Development (Part IV: Conclusions and recommendations), the Republic of Serbia cannot be considered sufficiently prepared for negotiations on this chapter. Therefore, the Commission recommended that two benchmarks have to be met. The first benchmark is related to creation of the Action Plan for the transposition, implementation and enforcement of the *acquis* in agriculture and rural development (AP). In addressing this benchmark, on 30 November 2017, Serbia sent to the European Commission (for informal consultations) the second Draft of the Action Plan for Chapter 11, containing *inter-alia*, a section with information on Integrated Administration and Control System (IACS). Further improvements of its part related to establishing of IACS in the Republic of Serbia are necessary.

2. Description of the assignment

2.1 Specific objectives

The specific objective of this assignment is the assistance in the preparatory phase of the establishment of IACS, which is the most important system for the management and control of payments to farmers made by the Member States in scope of the implementation of measures of Common Agricultural Policy. It provides for a uniform basis for controls and, among other requirements, it covers the administrative and on-the-spot controls of applications and the IT system, which supports the national administration in carrying out their functions.

The establishment of IACS is a priority for Serbia in this moment. Due to its complexity from both technical and financial perspective, Serbia has started with the process for setting up such a system and plans to have it established by the end of 2023 (according to the Action Plan for Chapter 11 and the revised NPAA for 2018-2021). On the other hand, the establishment of the system is one of the conditions for the closing of Chapter 11 in the negotiations with the EU.

2.2 Requested services

The Senior NKEs are expected to provide the following services:

- a) Based on the analysis of the strategic and institutional framework including also specific bodies that might form part of the system, i.e. IACS, develop proposals for improving Serbia's Strategy for IACS and draft Action plan for the establishment of IACS, with implementation arrangement foreseen and clear steps with timelines in frame of the forthcoming period;
- b) Present to target beneficiaries at the workshop, main findings and proposals for improvements in connection with IACS including advice on its functionalities and data deriving from various sources, illustrated by at least three examples of the MSs that have established IACS and have been using it in practice;
- c) Provide guidance and support to target beneficiaries in elaboration of improved version of draft Action plan for the establishment of IACS and assist them in group work planned for during workshop;
- d) Provide relevant input for finalising improved version of the Action Plan for the establishment of IACS by beneficiaries;



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- e) Based on the results of the analysis for possible inclusion of specific bodies for the purposes of the establishment, implementation and maintenance of IACS in view of its functionalities and collection of data deriving from various sources, provide advice and draft text for a Memorandum of Understanding regulating the relations with specific bodies, including also provisions respecting EU data protection rules.

2.3 Outputs

The NKEs are expected to deliver the following outputs:

- Presentation at a workshop, of main findings and proposals for improvements in connection with IACS including advice on its functionalities and data deriving from various sources, illustrated by at least three examples of the MSs that have established IACS and have been using it in practice;
- An updated version of the Strategy and draft Action plan for the establishment of IACS, with clear steps and timeframe for the forthcoming period, with implementation arrangement agreed with the beneficiary and clear steps with timelines in frame of the forthcoming period;
- Draft text for a Memorandum of Understanding regulating the relations with specific bodies, including also provisions respecting EU data protection rules, for possible inclusion of specific bodies in view of IACS functionalities and collection of data deriving from various sources.

2.4 Reporting

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

- Brief Mission Reports with description of activities and outputs provided, at the end of each mission under this assignment,
- Final Mission Report, no later than 1 week after completion of tasks under this assignment. This report will include description of all activities and outputs provided by the NKE in the context of this assignment.

Submission of reports:

- Draft mission reports shall be submitted to the Team Leader of the Project for review and comments at the end of every mission,
- Final versions of the mission reports prepared in the relevant quality shall be submitted to the Team Leader of the Project for review, comments and final approval. The reports shall be signed by the NKEs and the Team Leader responsible for endorsing the report,
- The reports and all prepared documents shall be submitted in hard copy and electronic version to the Team Leader of the project.

2.5 Specifics

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



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The NKEs' activities and outputs mentioned above may be adjusted by the Team Leader at any stage in the implementation of the Project, depending on the evolving needs of the Project and main beneficiaries. Each of the short-term mission, its timing and duration shall be agreed with the Team Leader prior to each mission.

2.6 Final use of intervention and perspectives for the future

Serbia has envisaged the establishment of IACS in draft Action Plan for the transposition, implementation and enforcement of the acquis, representing strategic document at the national level.

The assistance foreseen by this assignment will help the national authorities in better planning of the steps and implementation arrangements for IACS. Better understanding of its functionalities and data that need to be collected from various sources and maintained will facilitate the efforts from both technical and financial perspective, for the establishment of this complex system.

3. Expert input

3.1 Total working days

40 working days (WDs) in total have been planned for this assignment, equally split between two NKEs.

3.2 Period of the assignment

April – (tentatively) September 2018

3.3 Starting day

It is expected that the work will be performed during several missions and starting, at the earliest, from 02 April 2018 onwards.

3.4 Location/Place of assignment

The Experts have to deliver 100% of the input in Serbia.

3.5 Working language

English

4. Experts Profile

4.1 Qualifications and skills (25 points)

- University degree (where university degree has been awarded on completion of three years' study in university or equivalent institution) in Natural Sciences, Law or other, relevant to the assignment
- Proficiency in English language,
- Computer literacy (MS Office applications),



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4.2 *General professional experience (25 points)*

- Min 10 years of postgraduate professional experience in the field of Agriculture and Rural Development

4.3 *Specific professional experience (50 points)*

- Proven professional experience in establishing IACS system gained in EU Member State or a candidate country,
- Proven professional experience in practical implementation of IACS system gained in EU Member State would be an asset,
- Previous professional experience, and/or knowledge of the legislation, of the Republic of Serbia in the respective area would be an advantage.

5. **Applications**

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to SEPLAC@altairasesores.es no later than 17:00 hrs, 26 February 2018, titled: **“Application for the position – Senior NKE in the area of IACS related to CAP.”**

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 post is not available to civil servants or other officials of the public administration in the beneficiary country, Serbia.

For more information, please contact Project Manager at Altair Asesores S.L.: m.garcia@altairasesores.es / Tel. +34 91 3952798