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

Technical assistance requested:	One (1) Senior Non-Key Expert in the area of EU negotiations
Project Title:	Policy and Legal Advice Centre (PLAC II), Serbia
Ref:	EuropeAid/137065/DH/SER/RS
Service Contract No.:	(CRIS) 2016/375-724
Main beneficiary:	The Ministry of European Integration and the Negotiating Team
Target Beneficiaries:	Representatives of the Ministry of European Integration and the Negotiating Team
Content of the assignment:	Providing assistance in coordination of negotiating process by drafting Road Map for closure of selected chapters with closing benchmarks
Budget Line / Expert Category:	Senior Non-Key Expert
Duration of the assignment:	25 working days, spent during several missions in the period from July until (tentatively) November 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 negotiating chapters.

Background information:

The process of undertaking the obligations arising for the Republic of Serbia from the future EU membership, i.e. the alignment with the Union acquis, implies three complementary activities: normative alignment of domestic legislation with the Union acquis, setting up of institutions for the implementation of the legislation and building of their capacities for the application of aligned legislation in practice.



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After receiving the status of a candidate country for EU membership in 2012, the Serbian Government adopted the National Programme for the Adoption of the Acquis (NPAA) on 28 February 2013 as the main document according to which Serbia should implement its obligations from the negotiating process. So far, the document has been revised three times, in accordance with the developments of the European integration process. The former versions of NPAA focused primarily on the normative alignment of domestic legislation with the Union acquis. The Government adopted the third revised NPAA for the period 2018 – 2021 on 1 March 2018. This time, the revised NPAA, apart from the normative alignment, gave equal emphasis to plans for setting up of relevant structures for the implementation of aligned legislation and building of their capacities. In the context of relations with the EU, the implementation of the NPAA will be one of the important factors in the coming period for monitoring of the progress of the Republic of Serbia in the accession process and for achieving further progress in the negotiations with the EU. As necessary, the NPAA will be revised in the forthcoming period, taking into the account the steps that have been achieved during the accession process, as well as the evolving of the Union acquis.

The last - third revision of the NPAA took place in the aftermath of the opening and closing of a number of chapters and the intensive preparation of documentation for the negotiating process. The NPAA basically reflects the results of the EU accession process and includes all activities and reform processes that need to be undertaken in order to meet the benchmarks for the opening and closing of the negotiation chapters.

In addition to revising the NPAA, during the current phase of the accession negotiations with the EU, the Negotiating Team for the Accession of the Republic of Serbia to the European Union has recognised the need for preparing detailed plan for closure of selected negotiating chapters, i.e. for seven currently opened negotiating chapters with closing benchmarks, with the possibility of adding two to three additional chapters, for which the closing benchmarks might be expected in June 2018.

2. Description of the assignment

2.1 Specific objectives

The specific objective of this assignment is to provide assistance to the Negotiating Team of the Republic of Serbia and the Ministry of European Integration in coordination of negotiating process by providing advice and preparing a Roadmap for closure of selected chapters with closing benchmarks. The Roadmap should propose key directions in which Serbian efforts should go and the relevant timeframe towards the fulfilment of proposed actions.

2.2 Requested services

The Senior NKE is expected to provide the following services:

- a) Provide advice in relation to negotiating process and its main stages in scope of planned timeframe for accession to EU;
- b) Develop draft Roadmap for fulfilling of the closing benchmarks for the alignment with and implementation of the acquis in the accession negotiations regarding currently opened chapters, as well as chapters for which closing benchmarks might be expected in June 2018, based on anticipated time frame for closing of each of these negotiating chapters;
- c) Present the proposals during internal session or workshop with beneficiary representatives.

2.3 Outputs

The Senior NKE is expected to deliver the following outputs:



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- Draft Road Map for fulfilling of the closing benchmarks for the alignment with and implementation of the acquis in the accession negotiations for selected chapters, based on time frame for closing of each of the respective negotiating chapters;
- Report on recommendations in relation to strategic and practical aspects of coordination of negotiating process, including possible modalities of the alignment of national legislation with Union legislation by the time of EU accession, administrative capacity building as foreseen in the NPAA and any other relevant matter for fulfilling the conditions for membership.

2.4 Reporting

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

- Brief Mission Report 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 Report shall be submitted to the Team Leader of the Project for review and comments at the end of the mission.
- Final version of the Mission Report and Final Report prepared in the relevant quality shall be submitted to the Team Leader of the Project for review, comments and final approval. The Report shall be signed by the NKE 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 NKE shall work under the guidance and follow the instructions of the Team Leader. The NKE shall collaborate with the Project team, other experts involved and representatives of beneficiary institutions and national structures, as relevant.

The NKE's 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, main beneficiary and/or target 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

The assistance will contribute to improved coordination progress in scope of the negotiations with the EU in several negotiating chapters. At the same time, drafting of Roadmap will provide opportunity for transfer of know-how and will prepare the beneficiaries at managerial level for future situations in other chapters with the closing benchmarks.

3. Expert input

3.1 Total working days

25 working days (WDs) in total have been planned for this assignment.



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3.2 Period of the assignment

July until (tentatively) November 2018

3.3 Starting day

It is expected that the work will be performed during several missions and starting, at the earliest, from 23 July 2018 onwards. However, exact starting date will be agreed at a later stage.

3.4 Location/Place of assignment

The NKE has to deliver 100% of the input in Belgrade, Serbia.

3.5 Working language

English

4. Expert 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 the field relevant to the assignment
- Proficiency in English language
- Computer literacy (MS Office applications),

4.2 General professional experience (25 points)

- Minimum 8 years of postgraduate professional experience in EU policies or EU integration, gained in an EU Member State, candidate country or potential candidate country,

4.3 Specific professional experience (50 points)

- Proven professional experience with the EU accession process in an EU Member State, candidate country or potential candidate country
- Experience in negotiation process and its coordination 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, 08 July 2018, titled: **“Application for the position – Senior NKE in the area of EU negotiations”**.

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.:

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