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|  | Policy and Legal Advice Centre, Republic of Serbia | **Logo_C** |
| A project implemented by DMI Associates, Altair Asesores, Hulla&Co. Human Dynamics, INCOM and HD European Consulting Group |  | This project is funded  by the European Union |

**Terms of Reference (TOR) for a Short term assignment**

**Technical assistance requested: One (1) Expert on Postal Services**

**The project**

**Title:** Policy and Legal Advice Centre (PLAC), Serbia

**Ref:** EuropeAid/131430/C/SER/RS

**Main beneficiary:** European Integration Office of the Republic of Serbia (SEIO)

**Financing institution:** European Union

**Budget Line / Expert Category: One** (1) Non Key Short-Term Senior Experts

**Team Leader:** Marija Pejčinović Burić

**Project background and description PLAC (scope of the work)**

The scope of this assignment is to assist the Project in its objective to improve the current system for legal approximation process and the level of harmonisation of the national legislation with the EU *acquis,* thus contributing to a fundamental element of the EU integration process. Further improvement of the European integration structures, including in key line ministries, strengthening verification of the compatibility of government policies and draft legislation with the *acquis* and EU integration requirements, improving legislation quality, and enhancing cooperation among line institutions are key priorities. The project will assess and enhance the concrete and systemic integration of the transposed *acquis* in the national legislative framework. To that regard, line institutions at Government central level and the Parliament will be involved through specific assistance. When a plan or a strategy for harmonisation is developed, the project will contribute implementing it. The sustainability of results, including ensuring the necessary capacities for implementation and follow-up, will be specifically in focus.

The PLAC project should achieve three results:

**RESULT 1** Strengthened structures related to harmonization and approximation of national legislation with EU legislation, including mechanisms for consultation of relevant external stakeholders

**RESULT 2** Compatibility of national legislation with EU legislation improved through preparation of relevant draft laws

**RESULT 3** Enhanced capacities of the relevant institutions (in particular SEIO, the Secretariat for Legislation, the General Secretariat and line ministries) for harmonization of Serbian legislation with the EU *acquis* and implementation of national legislation.

**Description of the assignment**

**Title: One (1)** Non-Key Short-Term Senior Expert

**Brief description of the assignment:**

The postal services in Republic of Serbia are regulated by the Law on postal services in 2005, amended in 2010 and several implementing by-laws. This legislation shall be amended to fully comply with the EU *acquis*, particularly with directives 97/67/EC, 2002/39/EC and 2008/02/EC. Also, Serbia adopted a National Strategy of development of Postal services 2013-2016 that shall be implemented.

The expert shall analyse the existing Serbian legislation in order to determine the degree of harmonization – compatibility check, and shall draft a Table of Concordance.

The expert shall provide an analysis of the models developed in various EU Member States. Furthermore, the expert shall propose the optimal model to be applied in Serbia. Finally, the expert shall hold a workshop in order to present the EU legislation and existing models on various EU Member States with a proposed optimal model for Serbia, taking into account the above mentioned strategy, with a particular view to the following elements: progressive liberalization of postal services and adaptation of Serbian postal services in the process of EU accession, access to public postal operator and corporatization of the public post operator.

At present, there is no on-going and/or planned assistance projects in the area covered by this ToR**.**

**Number of required experts:** One (1) Non Key Senior Expert on Postal Services

**Duration of the assignment:** Up to a total of 40 working days

**Period of the assignment:** January/2013 - May /2014

**Place of assignment:** Belgrade, Serbia

**Working language:** English

**Expert Activities:**

Description of the activities

- Analysis of EU legislation

- Analysis of Serbian legislation

- Compatibility check of Serbian legislation and drafting of a Table of Concordance

- Overview of models developed in various EU Member States

* Provide a workshop on EU legislation and existing models developed in various EU Member States and assessment of the optimal model proposed for Serbia

Outputs

* Analysis with a proposal drafted
* Table of Concordance drafted (not later than the end of February 2014)
* Training provided
* Report drafted

**Expert Profile**

**Postal Services Expert**

*Qualifications and skills (25 points)*

* A university degree (where a university degree has been awarded on completion of three years study in a university or equivalent institution) in Law
* Fluency in English.
* Fluency in Serbian would be an asset.
* Computer literacy

*General professional experience (25 points)*

* Proven minimum 10 years of postgraduate experience in policy development and/or legal drafting in an EU Member State, candidate or potential candidate country

*Specific professional experience (50 points)*

* Proven minimum 3 years of professional postgraduate experience in the field of EU law on postal services
* Proven experience in minimum one but ideally three projects which included drafting of legislation,

strategic analysis or capacity building

* Proven minimum 3 years of professional postgraduate experience in preparation of proposals of national legislation and strategic documents in the field of postal services legislation in a Member State would be an asset
* Good communication and reporting skills
* Strong analytical skills

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to [*mbayard@dmiassociates.com*](mailto:mbayard@dmiassociates.com) with a copy to [*nderxen@dmiassociates.com*](mailto:nderxen@dmiassociates.com) not later than 15:00 hrs, 15th  January 2014, titled:

**Application for the positions**

**Non-key Short-Term Expert on Postal Services**

References must be available on request. Only candidates with a correct CV will receive a confirmation on receipt of their application. Only short-listed candidates will be contacted.

The Project is an equal opportunity employer that encourages applications from women and minorities.

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 Marion Bayard, project manager, DMI: [mbayard@dmiassociates.com](mailto:mbayard@dmiassociates.com) / +33 4 72 00 35 90