

***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



This project is funded by
The European Union



*The Republic of Serbia
Ministry of Agriculture,
Forestry and Water Management*

Terms of Reference Chapters 11 & 12 – No. 29

Junior Non-key expert (NKE 29) on Project Components 1 & 2 - Junior Procurement Expert

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 1, this project supports the MAFWM, and other bodies, stakeholders involved in the EU accession process with support in transposition of *acquis* and preparations for implementation of EU Common Agriculture Policy and associated *acquis*. The project shall provide high quality expertise to the EU integration process in the Republic of Serbia for Chapter 11.

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 1. Strengthened capacity to effectively administer and implement alignment of the Serbian agriculture and rural development with the Common Agricultural Policy in the process of EU accession (Chapter 11).

Accession negotiations in Chapter 11 focus amongst others on market organisation, quality policy, organic policy, direct payments and rural development.

Chapter 11 covers a large number of binding rules, many of which are directly applicable.

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The proper application of these rules and their effective enforcement and control by an efficient public administration are essential for the functioning of the CAP.

Implementation, management and control of the CAP requires the creation, modification and/or strengthening of appropriate administrative structures (e.g. Paying Agency and Integrated Administrative and Control System (IACS)). In some cases, the acquis sets out detailed specifications for the required administrative structures.

Through this contract, the Contractor should assist beneficiary in following activities related to Chapter 11 (Agriculture and Rural Development).

The results forecasted in the project in the current development are the following:

- **Result 1.1** Assistance to MAFWM and other relevant stakeholders in preparation for – and in support of accession negotiations pertaining to chapter 11 (Agriculture and Rural Development) provided.
- **Result 1.2** Support to the ongoing process of harmonization of national legislation with EU acquis in agriculture and rural development.
- **Result 1.3** Institutional and administrative capacity is upgraded and strengthened so as to be fully capable to implement EU acquis on agriculture and rural development by the date of accession.
- **Result 1.4** Communication Strategy and Communication Plan for accession negotiation process in Chapter 11 is prepared and implemented, including but not limited to training, development of communication tools and implementation of the awareness campaign.

Component 2: Strengthened MAFWM and other relevant stakeholders' capacity to effectively administer and implement alignment of Food Safety, Veterinary and Phytosanitary Policy in the process of EU accession (Chapter 12).

Expected 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 so 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

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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 and rural development.

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 Implementation plan.

The present assignment will contribute to the achievement of Component 1 and Component 2 by supporting the TAT in planning and timely implementation of procurement activities in line with the Project Work Plan.

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 1.1 Supporting Negotiation process for Chapter 11

Activity 1.2 Supporting harmonisation with EU acquis for Chapter 11

Activity 1.3 Strengthening administrative capacity to fully apply EU acquis for Chapter 11

Activity 1.4 Increase awareness and visibility for Chapter 11

Activity 2.1 Supporting Negotiation process for Chapter 12

Activity 2.2 Supporting harmonisation with EU acquis for Chapter 12

Activity 2.3 Strengthening administrative capacity to fully apply EU acquis for Chapter 12

Activity 2.4 Increase awareness and visibility for Chapter 12

5. Main Tasks

- Collect material and documentation in line with project Work Plan and activities to be carried out;
- Assist TL&KE1 and KE2 to plan and timely implement all project procurement activities in line with the Project Work Plan;
- Assist TL&KE1 and KE2 in planning and preparation of ToRs for NKE assignments (including ICT-related activities such as LPIS/IACS);

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- Assist TL&KE1 and KE2 in implementation of Sub Activity 1.3.6 “Further support of horizontal activities for Chapters 11 and 12”;
- Assist TL&KE1 and KE2 in preparation of a detailed programme of NKE mobilisation for Components 1 and 2;
- Assist TL&KE1 and KE2 in timely mobilisation of NKEs, with emphasis on high priority NKE assignments;
- Assist TL&KE1 and KE2 in monitoring the progress of NKE assignments;
- Assist TL&KE1 and KE2 in risk assessment regarding project procurement-related tasks;
- Ad hoc support to the TAT on procurement issues, preparation of ToRs, etc.

6. Related Outputs

- Material and documentation collected;
- TL&KE1 and KE2 assisted in procurement tasks, including support to implementation of Sub Activity 1.3.6 “Further support of horizontal activities for Chapters 11 and 12”;
- Assistance to TL&KE1 and KE2 in planning and timely preparation of ToRs for NKE assignments ensured;
- Assistance to TL&KE1 and KE2 in preparation of a detailed programme of ToRs preparation and NKE mobilisation for Components 1 and 2 ensured;
- Assistance to TL&KE1 and KE2 in monitoring of the progress of NKE assignments and in risk assessment ensured;
- Ad hoc support to the TAT provided.

7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period July 2020 to February 2021, up to 90 working days. The number of days is subject to extension if needed.

8. Specifics

The NKE shall work in close cooperation with the Team Leader&KE1 and KE2. 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

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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.

9. Reporting

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

10. Expert profile

- *Qualifications and skills*
 - University degree;
 - Postgraduate degree will be an asset;
 - Good command of English;
 - Computer literacy (command of Microsoft Office (Word, Excel, PowerPoint, etc.) and Internet).
- *General professional experience*
 - Minimum 5 years of general professional experience in the field of Procurement.
- *Specific professional experience*
 - Experience in preparation of ToRs and tender documents, evaluation of tenders (minimum 3 assignments);
 - Experience in at least one EU funded project/assignment related to procurement is considered an asset;
 - At least 1 project assignment related to procurement in Serbia is considered an asset.

11. Evaluation of work

TL&KE1 and KE2 and the Beneficiary's representative will assess the expert's performance.

12. Application

Application letter, EU format CV 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.

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olivera.maric@weglobal.org and tatjana.mihajlov@weglobal.org no later than **29th July 2020**, titled: "Application for the position – Junior Non-key expert 29 on Project Components 1 & 2 - Junior Procurement Expert".

Please use the following form for the CV:



Standard_EU_CV_fo
rmat.doc

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.