



***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. 14**

**Senior Non-key expert on Project Component 2 issues – Assessment of current official and reference laboratory  
network in the field of Phytosanitary and GMO laboratories**

**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



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## **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.

## **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;

**Activity 2.2.** Providing support to the ongoing process of harmonization of legislation in the food safety, veterinary and phytosanitary area with the EU acquis sub - activity 2.2.5. Assessment of current official and reference laboratory network in the food safety, veterinary and phytosanitary area.

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

The Senior NKE on Project Component 2 issues will support the project Technical Assistance Team (TAT) and beneficiary in:

- Performing assessment of current official and reference laboratory network in the phytosanitary and GMO area (existing human and technical capacity, potential for further development, operational effectiveness, etc.) and proposing the most suitable options for improving the laboratory network in order to obtain effective and functional structure capable to comply with the EU requirements and standards;
- Using available information (reports and outcomes) of previously absorbed technical capacity and functional analysis;
- Performing in-depth analysis of the present organisation and performance of the laboratories involved in the laboratory analysis related to Phytosanitary field and GMO, starting with reference laboratories, in terms of facilities, infrastructure, equipments, operational effectiveness, staffing, proficiency tests, scope of accreditation, written procedures, etc;
- Analysing the human, technical and financial issues, including trainings, in particular:



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- the function, planning and optimization of the network, in terms of resources, facilities, equipment, expertise and procedures;
- link of the development of laboratory tests of the laboratories and the framework of structured surveillance /control/ monitoring programs for priority areas of the competent authorities and prescribe proper follow-up of results;
- set up a clear road map towards identifying priority methods/tests and timetable for further accreditation process;
- define a plan for proficiency testing and networking with the EU and internationally recognised reference laboratories;
- Drafting report on assessment, findings and recommendations with main milestones and with the most suitable options for improving the laboratory network in order to obtain effective and functional structure and to be capable to comply with the EU requirements and standards and submitting it to the beneficiary and project KE 2;
- Organizing a 1-day workshop and presenting to the beneficiary the main findings, observations and recommendations;
- Closely collaborating with experts involved in the preparation of strategies and action plans (Activity 2.1) and providing the necessary information to prepare a strategy and action plan;
- Closely cooperating with Junior non-key experts in this field;
- Organizing and conducting meetings with beneficiary and related institutions and stakeholders;
- 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:

- An **assessment** of administrative capacity considering EU approach of current official and reference laboratory network in the phytosanitary area (existing human and technical capacity, potential for further development, operational effectiveness, etc.) performed;
- In-depth analysis of the current organisation and performance of the laboratories involved in the laboratory analysis related to Phytosanitary field and GMO, starting with reference laboratories in this field, performed;
- Available information (reports and outcomes) of previously absorbed technical capacity and functional analysis used for assessment;
- Analysis of the human, technical and financial issues performed, including trainings, and in particular:
  - the function, planning and optimization of the network, in terms of resources, facilities, equipment, expertise and procedures;



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- link of the development of laboratory tests of the laboratories and the framework of structured surveillance /control/ monitoring programs for priority areas of the competent authorities and prescribe proper follow-up of results;
- set up a clear road map towards identify priority methods/tests and timetable for further accreditation process;
- define a plan for proficiency testing and networking with the EU and/or internationally recognised reference laboratories;
- Organized and conducted meetings with beneficiary and related institutions and stakeholders;
- Report on assessment, findings and recommendations with main milestones and with the most suitable options for improving the laboratory network in order to obtain effective and functional structure and to be capable to comply with the EU requirements and standards drafted and submitted to the beneficiary and project KE 2;
- 1 – day workshop organized and main findings and recommendations presented to the beneficiary;
- Established close cooperation with Junior non-key experts in this field and with experts involved in the preparation of strategies and action plans (Activity 2.1) and provided the necessary information to prepare a strategy and action plan;
- Weekly work plan, meeting minutes and mission report on monthly basis drafted and submitted to the KE 2.

The timeframe set in the project work plan must be observed in the performing mission.

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

**The assignment shall be implemented in Belgrade, Serbia, in the period from December 2019 to Jun 2020, up to 10 working days.**

## **8. Reporting**

The expert will 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 phytosanitary, chemistry, microbiology, food technology and/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;



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- Excellent communication skills.

*General professional experience:*

- Minimum 10 years of general postgraduate professional experience

*Specific professional experience*

- Minimum 5 years, but preferably 10 of relevant specific professional experience in the official or reference laboratories in the phytosanitary field or related laboratories gained in the EU Member States;
- Previous experience in similar assignment will be considered an asset;
- More years of specific professional experience will be considered an asset;
- Understanding and implementation the EU acquis, Chapter 12;
- Experience in the Strategic Planning and/or drafting legislation.

## **10. Evaluation of work**

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

## **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 – Assessment of current official and reference laboratory network in the field of Phytosanitary laboratories and GMO – ToR No. 14**".

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.