



***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. 19**

**Junior Non-key expert on Project Component 2 issues – Planning and Development of Sectoral Strategic Documents in the field of Food safety and Veterinary Border control**

**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 and sub- activity 2.1.1.6. Assistance in revision and implementation of Strategy and Action plan for BIPs management.

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

The Junior NKE on Project Component 2 issues will support the project Technical Assistance Team (TAT) and senior non-key experts and will perform following activities:

- Collecting all materials and information to be able to evaluate and conduct analysis on the operating structure, capacity, performance, training, work load, job description, official control, internal auditing and framework legislation of the Ministry of Agriculture, Forestry and Water Management (MAFWM) and Food and feed safety and Veterinary border control and related institutions in order to be fully capable to implement and apply EU acquis Chapter 12 on food and feed safety and veterinary border control issues and enabling tools for setting up appropriate structures and inspection arrangements related to border control checks at the external borders;
- Collecting and use the information obtained from other projects in the institution/s evaluation process;
- Assisting senior non-key expert in drafting strategy and an action plan for ensuring stable administrative and official inspection personnel capacity to perform non-discriminatory checks at the external borders, in compliance with the relevant EU legislation;
- Assisting senior non-key expert in proposing technical data and financial implication regarding the compliance with the EU legislation requirements;
- Participating under guidance of the senior non-key experts in preparation of a detailed description (report) on the results, findings and recommendations of the evaluation process and necessary



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cooperation between related institutions in the food and feed safety and veterinary border control area;

- Participating in organization and conducting a 1-day workshop on main findings, observations and recommendations;
- Closely collaborating with the experts involved in the preparation of strategies and action plans (Activity 2.1) and providing the necessary information to prepare a strategy;
- Participating in organization 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 Junior NKE on Project Component 2 issues shall produce the following deliverables:

- All materials and information to be able to evaluate and conduct analysis on the operating structure, capacity, performance, training, work load, job description, official control, internal auditing and framework legislation of the MAFWM and Food and feed safety and Veterinary border control and related institutions in order to be fully capable to implement and apply EU acquis Chapter 12 on food and feed safety and veterinary border control issues and enabling the tools for setting up appropriate structures and inspection arrangements related to border control checks at the external borders collected;
- Participated in preparation of functional analysis and evaluation of the relevant institutions under guidance of the senior non-key experts in this field;
- Assistance in drafting Strategy and an Action Plan in the Food and feed safety and Veterinary border control field provided;
- Participated under guidance of the senior non-key experts in this field in preparation of a detailed description (report) on the results, findings and recommendations of the evaluation process and established necessary cooperation between related institutions in the Food and feed safety and Veterinary border control area;
- Assistance in proposing technical data and financial implication regarding the compliance with the EU legislation requirements provided;
- Close collaboration with the experts involved in the preparation of strategies and action plans (Activity 2.1) and the necessary information provided;
- Participated in organization and conducting meetings with beneficiary and related institutions and stakeholders;
- Participated in organization and conducting a 1-day workshop on main findings, observations and recommendations;
- Assistance in drafting project progress report provided;
- Weekly work plan, meeting minutes and mission reports on monthly basis drafted and submitted to the KE 2.



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The timeframe set in the project work plan must be observed in the development of the Outputs under point 6.

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

**The assignment shall be implemented in Belgrade, Serbia, starting from December 2019 to September 2020, up to 10 working days. The number of days is subject to extension as needed.**

## **8. Reporting**

The expert shall 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 food safety and Veterinary, law, social sciences or another related domain;
- Good 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;
- Excellent communication skills.

*General professional experience:*

- Minimum 5 years of general postgraduate professional experience;
- More years of experience is considered as an asset.

*Specific professional experience:*

- Minimum 3 years of relevant specific experience in the EU Food and feed safety and Veterinary border control field, preferably gained in the Ministries responsible for the Chapter 12 and/or related public institutions;
- Previous experience in similar assignment will be considered an asset;
- More years of professional experience will be considered an asset;
- Understanding and implementation the EU acquis, Chapter 12;
- Experience in drafting strategies.

## **10. Evaluation of work**

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



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## **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 - **Junior Non-key expert on Project Component 2 issues – Planning and Development of Sectoral Strategic Documents in the field of Food safety and Veterinary Border control – ToR No. 19**”.

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.