



***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. 24

Junior Non-key expert on Project Component 2 issues – Planning and Development of Sector Strategic Documents in the field of Food safety and Veterinary Training Needs Assessment (TNA) and implementation of training

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 2.3. Upgrading and strengthening institutional and administrative capacity so as to be fully capable to apply EU acquis concerning food safety, veterinary and phytosanitary legislation and sub-activities:

Activity 2.3.1.1. Performing Training Needs Assessment (TNA) in the area of food safety, veterinary and phytosanitary policy;

Activity 2.3.1.2. Preparation of the training programme and training plan, based on TNA performed and relevant training material;

Activity 2.3.1.3. Implementation of training.

5. Main Tasks/Activities

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

- Collecting all available legal acts, internal procedures, training plans or other materials on existing training system in place in the frame of Ministry of Agriculture, Forestry and Water Management (MAFWM), Veterinary Directorate (VD) and Ministry of health (MoH) and related institutions;
- Assisting senior non-key expert in evaluation of existing training system in place in the frame of MAFWM, VD and MoH and proposing to revise the training system based on evaluation results;
- Participating in analysing the training needs for employees based on observation and the use of survey, interviews as well as other research tools aimed at collecting data on MAFWM, VD and MoH and related stakeholders;



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- Participating in analysing of the obtained data in collaboration with appointed personnel from the Competent Authorities (CA) and senior non-key expert in this field;
- Participating in presenting and discussing main results on training system and training needs with the Heads of Department;
- Participating in drafting multi-annual training plan based on findings and observations;
- Participating in the preparation of annual specific training programmes for the selected training defined area on the bases of the multi-annual plan and priorities set by the beneficiary;
- Participating in organization and conducting meetings with beneficiary, related institutions and stakeholders;
- Participating in the organization and implementation of the training activities and the training in cooperation with project experts and beneficiary;
- Assisting senior non-key expert in this field in drafting a detailed report on findings and recommendations for strengthening training system considering the EU approach and obligations;
- Assisting Senior NKE in the preparation of on-the job trainings guidelines, procedures and check -lists for the implementation of specific training issues;
- Closely cooperating with senior non-key experts in this field and providing all necessary assistance;
- Assisting senior-non-key expert in organizing a workshop where main findings, drafted multi-annual plan and recommendations on strengthening the training system will be presented to the beneficiary;
- 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 available legal acts, internal procedures, training plans or other materials on existing training system in place in the frame of MAFWM, VD and MoH and related institutions collected and submitted to the senior non-key expert in this field;
- Assisted senior non-key expert in evaluation of the existing training system in place and proposing to revise training system based on evaluation results;
- Participated in analysing the training needs for employees based on observation and the use of survey, interviews as well as other research tools aimed at collecting data on MAFWM, VD, MoH and related stakeholders;
- Participated in analysing of the training needs obtained data in collaboration with appointed personnel from the Competent Authorities (CA) and senior non-key expert in this field;
- Participated in presenting and discussing main results on training needs with the Heads of Directorate;
- Participated in drafting multi-annual training plan based on findings and observations;



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- Participated in the preparation of annual specific training programmes for the selected training defined area on the bases of the multi- annual plan and priorities set by the beneficiary;
- Participated in organization and conducting meetings with beneficiary, related institutions and stakeholders;
- Assisted senior non-key expert in this field in drafting detailed report on findings and recommendations for strengthening training system considering the EU approach and obligations;
- Assisted senior-non-key expert in organizing workshop on training needs assessment;
- Assisted project Senior NKE in the organization of the training and participated in the implementation of the training;
- Assisted Senior NKE in the preparation of on-the job trainings guidelines, procedures and check -lists for the implementation of specific training issues;
- Assisted in drafting project progress reports;
- Closely cooperated with senior non-key experts in this field and provided all necessary assistance;
- 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 December 2019 to December 2020, up to 30 working days. The number of days is subject to extension as needed.

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 Food safety and Veterinary and/or agriculture 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.



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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 professional experience in the Phytosanitary and/or food safety field gained in the Ministries and/or related public institutions responsible for EU Chapter 12;
- 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 the planning and/or conducting training 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) 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, olivera.maric@weglobal.org and tatjana.mihajlov@weglobal.org no later than 5th December 2019, titled: "Application for the position – **Junior Non-key expert on Project Component 2 issues – Planning and Development of Sector Strategic Documents in the field of Food safety and Veterinary policy in Training Needs Assessment (TNA) and implementation of training – ToR No. 24**".

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.