



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. 26

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

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.



***Capacity building for the alignment with the acquis in the area of agriculture, rural development,
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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.

5. Main Tasks/Activities

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

- Revising the existing training system in place in the frame of MAFWM, Veterinary Directorate (VD) and Ministry of Health (MoH) and propose a methodology that will be drafted and presented to the beneficiary;
- Analysing the training need for employees on the basis of observation and the use of survey, interviews as well as other research tools aimed at collecting data on MAFWM, Veterinary Directorate and related stakeholders;
- Preparing and using questionnaire for interviews: "Analysis of training needs" specified for staff performing official controls;
- Analysing obtained data in collaboration with appointed personnel from the Competent Authorities (CA);



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- Presenting and discussing main results with the Heads of Directorate;
- Drafting multi-annual training plan on the basis of findings and observations and submitting to the Director of the VD for approval;
- Producing a training plan that shall consist of a list of activities that give rise to courses, seminars, workshops, etc. where the goal is training of personnel at central and regional/local level;
- Preparing annual specific training programmes for selected training defined area on the bases of the plan and priorities set by the beneficiary;
- Organizing and conducting meetings with beneficiary, related institutions and stakeholders;
- Drafting detailed report on findings and recommendations for strengthening training system considering EU approach and obligations;
- Supporting and participating as necessary in the short-term expert missions related to the Chapter 12;
- 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:

- Existing training system in the frame of MAFWM, VD and MoH analysed, and methodology proposed for revised training system drafted and submitted to the beneficiary;
- The training needs assessment using questionnaire for the employees of the MAFWM, VD and related stakeholders conducted;
- Multi-annual training plan on the basis of findings and observations drafted and submitted to the Directors for approval;
- Multi- annual training plan shall consist of the following parts, but not limited to:
 - Introduction
 - Definition of general training objectives
 - Definition of main areas of training and types/topics of training activities per each inspection area;
 - Definition of general and specific training activities;
- Annual specific training programmes for selected training defined area on the bases of the plan and priorities set by the beneficiary drafted and coordinated with beneficiary;
- Reports on assessment, findings and recommendations drafted and submitted to the beneficiary and project TAT for assessment;
- Workshop organized and main findings and recommendations presented to the beneficiary;
- Weekly work plan drafted and submitted to the KE 2, meeting minutes and mission report on monthly basis drafted and submitted to the KE2.

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



***Capacity building for the alignment with the acquis in the area of agriculture, rural development,
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7. Timing and duration of mission/s

The assignment shall be implemented in Belgrade, Serbia, in the period December 2019 to September 2020, up to 15 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, feed safety and Veterinary and/or agriculture 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;
- Excellent communication skills.

General professional experience:

- Minimum 10 years of general postgraduate professional experience.

Specific professional experience:

- Minimum 5, preferably 10 years of relevant specific professional experience in the experience Food safety and/or Veterinary field preferably gained in the Ministries and/or related public institutions responsible for EU Chapter 12;
- Previous experience in similar assignment 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



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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 – **Senior 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) – ToR No. 26**”.

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.