



Policy and Legal Advice Centre (PLAC IV)

Terms of Reference (ToR) for a Short-Term assignment

No. 21

Technical assistance requested:	Senior Non-Key Expert (NKE) on amendments to the Law on Electronic Signature, Document, and Trust Services in Electronic Business
Project Title:	Policy and Legal Advice Centre (PLAC IV), Serbia
Ref:	NEAR/BEG/2023/EA-RP/0175
Service Contract No:	(CRIS) 2024/453-315
Main beneficiary:	The Ministry of European Integration of the Republic of Serbia and the Negotiating Team
Target beneficiaries	Negotiating Group Ch. 10; The Ministry of Information and Telecommunications (MoIT)
Budget Line/Expert category	Senior Non-Key Expert
Duration of the assignment	20 working days (WD) for SNKE, from March 2025 – October 2025

1. Relevant background information

1.1. Background information in relation to the PLAC IV project

The overarching objective of the PLAC IV project is to support the Serbian administration in effectively conducting accession negotiations and managing EU integration and pre-accession assistance in alignment with the goal of EU membership.

The specific purpose of the project is: “To achieve a high level of effective alignment of national legislation with the Union acquis and ensure its implementation.”

PLAC IV is designed to deliver two primary results:

- **R1:** Enhanced alignment of Serbian national legislation with EU legislation and strengthened capacities for its effective implementation.
- **R2:** Improved institutional and administrative capacities of relevant national structures to successfully conduct EU accession negotiations and manage related processes.

The Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business requires amendments to align fully with the EU’s eIDAS Regulation. These amendments are designed to align the Law with the new EU Digital Identity Framework, ensuring full compliance with its standards. The objective is to strengthen trust in electronic transactions, enable seamless interoperability and address specific challenges in the legal and administrative framework of Serbia.



1.2. Background information in relation to Chapter 10 – Information Society and Media

The Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (*Official Gazette of RS*, No 94/2017, 52/2021) is a cornerstone of Serbia's digital transformation and integration into the European Union's single market. Comprehensive amendments to this law are required to achieve full alignment with the amended EU's Regulation on Electronic Identification and Trust Services for Electronic Transactions in the Internal Market (eIDAS Regulation known as eIDAS 2.0, was adopted in April 2024 as Regulation (EU) 2024/1183.). These amendments are designed to ensure compliance with cutting-edge EU standards, foster trust in electronic transactions, and facilitate seamless interoperability across the EU. At the same time, they aim to address key challenges in the practical implementation and adaptation of the law within Serbia's evolving legal and administrative frameworks.

Recognizing the significance of this task, a working group has been established, bringing together representatives from pivotal institutions such as the Office for IT and eGovernment, the Regulatory Agency for Electronic Communications and Postal Services (RATEL), the Ministry of Internal Affairs (MIA), and other key stakeholders. This working group is tasked with overseeing the amendments and ensuring a cohesive approach to the reform process. Additionally, a specialized subgroup has been formed to focus exclusively on developing solutions for implementing a digital wallet—a transformative component of the digital identity framework aimed at enhancing the efficiency and security of electronic interactions.

Through these collaborative efforts, the working group seeks to align Serbia's legislative framework with EU requirements while addressing practical challenges such as public trust, administrative readiness, and technological adaptation. The amendments are a critical step in Serbia's journey toward full digital integration, enabling citizens and businesses to benefit from modern, secure, and efficient electronic services that meet the highest European standards.

The adoption of amendments to the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business, along with the introduction of the digital wallet in the Republic of Serbia, forms an integral part of the EU Reform Agenda. These initiatives are designed to align national legislation with EU standards, foster digital transformation, and enable seamless interoperability within the EU's Digital Single Market, thereby enhancing Serbia's readiness for full membership.

2. Description of the assignment

2.1. Specific objectives

The specific objective of this assignment is to assist the Ministry of Information and Telecommunications (MIT) in fully aligning the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business with the amended EU Regulation on Electronic Identification and Trust Services for Electronic Transactions in the Internal Market (eIDAS 2.0). Additionally, the objective includes providing expert support for the development and implementation of solutions for the introduction of the digital wallet as an integral component of the EU Digital Identity Framework.



In the scope of this objective, the following activities are foreseen:

- a. Assisting the Ministry of Information and Telecommunications (MIT) in drafting amendments to the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business to ensure alignment with eIDAS 2.0 requirements and seamless integration of key provisions into the national legislative framework.
- b. Providing expert support in preparing technical and legal solutions for the implementation of the digital wallet, ensuring compliance with EU standards, interoperability within the EU Digital Single Market, and adaptability to Serbia's legal and technical environment.
- c. Organizing a workshop to present the assignment's outcomes, including drafted amendments and technical solutions, to MIT and other relevant stakeholders, while offering practical guidance for implementation.

The selected expert shall take into account the results of previous assignments conducted under the PLAC II and PLAC III projects to deliver high-quality and consistent outputs that support Serbia's digital transformation and EU integration agenda.

3.1 Requested services

The Senior NKE is expected to provide the following services:

- Assist the Ministry of Information and Telecommunications (MIT) in drafting amendments and additions to the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business, ensuring alignment with the amended EU Regulation on Electronic Identification and Trust Services for Electronic Transactions in the Internal Market (eIDAS 2.0).
- Prepare a Compliance Table detailing the alignment of the proposed amendments with eIDAS 2.0 and identifying any gaps or further steps required for full compliance.
- Conduct a Regulatory Impact Assessment in accordance with the Serbian Law on the Planning System, assessing the legal, economic, and administrative impacts of the proposed amendments, as well as their alignment with Serbia's EU integration priorities.
- Deliver a workshop to present the outputs of the assignment, including the drafted amendments, compliance table, and regulatory impact assessment, to the MIT and other relevant stakeholders involved in the legislative process.
- Monitor and Adapt to the MIT's Strategic Plans and Needs, ensuring that all activities and deliverables are responsive to the evolving priorities and dynamics of the MIT. This includes maintaining close communication with MIT to align efforts with their strategic objectives and adapting approaches as necessary to support the Ministry's goals effectively.

3.2 Outputs

The Senior NKE is expected to deliver the following outputs:

- Drafted amendments and supplements to the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business, ensuring alignment with the amended EU Regulation on Electronic Identification and Trust Services for Electronic Transactions in the Internal Market (eIDAS 2.0).



- Prepared Compliance Table demonstrating the alignment of the drafted amendments with the provisions of eIDAS 2.0, identifying any gaps and necessary steps for full compliance.
- Completed Regulatory Impact Assessment in accordance with the Serbian legal framework, evaluating the economic, legal, and administrative implications of the proposed amendments.
- Workshop held to present the drafted amendments, compliance table, and regulatory impact assessment to the MIT and other relevant stakeholders.

3.3 Reporting

The SNKE shall provide the following reports by using the templates of the Project:

- Final Mission Report, no later than one week after completing tasks under this assignment. This report will include a description of all activities and outputs provided by the SNKE in the context of this assignment.
- A brief interim report - only upon a request of the PLAC IV team: TL and/or KE 2

Submission of reports:

- Draft mission report shall be submitted to the Team Leader of the Project for review and comments at the end of the mission.
- The final version of the mission report prepared with the agreed quality shall be submitted to the Team Leader of the Project for review, comments and final approval.
- The reports shall be signed by SNKE and the Team Leader, who is responsible for endorsing them.
- The reports and all prepared documents shall be submitted in a hard copy and electronic version to the Team Leader of the project.

3.4 Specifics

SNKE shall work under the guidance and follow the instructions of the Team Leader. SNKE shall collaborate with the project team, other experts involved and representatives of the relevant beneficiary institutions.

For each short-term mission, the timing and duration shall be agreed upon with the Beneficiary and the PLAC team before each planned mission.

3.5 Expert's input

Total working days	20 working days for Senior Non-Key Expert have been planned for this assignment.
Period of the assignment	March 2025 until October 2025
Starting day	It is expected that the work will be performed within the period from March 2025 – October 2025. However, the exact starting date will be agreed at a later stage.
Location/place of assignment	The SNKE has to deliver 100% of the input in Belgrade, Serbia, unless otherwise agreed due to extraordinary circumstances.
Working language	English



4. Expert's Profile - Senior NKE on amendments to the Law on Electronic Signature, Document, and Trust Services in Electronic Business (20 WD):

<p>Qualification and skills (25 points)</p>	<ul style="list-style-type: none"> • A level of education corresponding to completed university studies of at least 4 years, attested by a diploma in law, information technology, or another field directly relevant to the assignment, with proven knowledge of Serbia's legal and institutional framework, particularly in areas related to digital transformation and EU integration. • Proficiency in the English language (written and spoken), with demonstrated ability to draft complex legal and technical documents in alignment with both EU standards and national requirements. • Proven experience in drafting reports, technical/legal analyses, and legislative proposals, with a focus on aligning national legislation with EU acquis, particularly in the context of Serbia or similar jurisdictions. • Excellent communication, analytical, and organizational skills, with the ability to effectively engage with Serbian institutions and stakeholders to address country-specific challenges. • Independence and freedom from conflicts of interest in carrying out the responsibilities under the assignment, with a deep understanding of Serbia's EU integration objectives and legislative priorities.
<p>General professional experience (25 points)</p>	<ul style="list-style-type: none"> • At least 8 (eight) years of general postgraduate professional experience in the fields of electronic communications, trust services, or digital identity, gained in an EU Member State, candidate, or potential candidate country.
<p>Specific professional experience (50 points)</p>	<ul style="list-style-type: none"> • At least 3 years of previous professional experience related to harmonisation with Union acquis in Chapter 10 gained in an EU Member State, candidate, or potential candidate country • Knowledge of the legal system of the Republic of Serbia will be an advantage



5. Applications

Applications (EU format CV and application letter, both in English) need to be submitted by e-mail to domi@ibf.be with a copy to bortolameazzi@ibf.be no later than 17:00 hrs, 3 February 2025, titled:

"Application for the position – Senior NKE in the area of Negotiating Ch. 10-Information Society and Media, Senior Non-Key Expert (NKE) on amendments to the Law on Electronic Signature, Document, and Trust Services in Electronic Business".

References must be available on request. Only short-listed candidates will be contacted.

The Project is an equal-opportunity employer. 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.

Please note that pre-selected experts are requested to sign a Statement of Availability (SoA) to acknowledge and confirm their availability to accomplish this assignment within the indicated period, at the indicated starting date (if any), and within the number of working days requested.