

## ANNEX II: TERMS OF REFERENCE

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## 1. BACKGROUND INFORMATION

### 1.1. Beneficiary

CEFTA WB6 Parties.

### 1.2. Contracting authority

The Secretariat of the Central European Free Trade Agreement 2006 on behalf of the CEFTA Parties (“Secretariat”).

### 1.3. Background

CEFTA framework is composed of multiple bodies made of representatives of the CEFTA Parties, supported and coordinated by the CEFTA Secretariat.

- **CEFTA 2006 Secretariat**

Implementation of CEFTA 2006 is supported by a permanent Secretariat located in Brussels established in accordance with the Article 40.2 of CEFTA 2006. The overall function of the Secretariat is to provide technical and administrative support to the Joint Committee and any body established by it, as defined by its mandate set out in the JC Decision 1/2018. The functions of the Secretariat can be summarized as follows:

- Support the supervision of the implementation of the CEFTA 2006 by deploying implementation monitoring mechanisms and recommending to the Joint Committee how to enhance the effectiveness of implementation and;
- Facilitate the administration of the implementation of the Agreement by: preparing the initial drafts of all documents discussed and adopted by the CEFTA Bodies; supporting the Chair in Office of CEFTA in the organisation and follow-up of all meetings of the Joint Committee and of other CEFTA Bodies; preparing and presenting technical opinions to the corresponding agenda items of the meetings of CEFTA Bodies or the ones organised by CEFTA Parties, other International Organisations; negotiating, co-ordinating, and reporting on donor funded assistance for trade related activities; acting as contracting authority by implementing procurement rules in tendering procedures; maintaining the official archive of the Agreement in liaison with the Depositary/Acting Depositary; supporting the implementation of the trade related components of the SEE 2020 strategy and Common Regional Market (CRM), and all other actions in the context of any other economic initiatives or in trade related international organisations related to CEFTA; liaising with the European Commission and other relevant partners and donors to secure and manage technical and financial assistance on behalf of the CEFTA Parties in the implementation of any strategy or plan which involves CEFTA Bodies and informing regularly the Joint Committee thereof.

- **CEFTA Bodies**

**Joint Committee** (CEFTA 2006, Article 40) is the only decision-making body established in accordance with Article 40 of CEFTA 2006 which supervises and administers the implementation of the Agreement. It is composed of the ministries in charge of trade from each Party and it is entrusted to supervise and

administer implementation of the agreement. The JC meets at least once a year and can adopt decisions and recommendations. The JC is chaired by one of the parties and this function revolves on an annual basis in alphabetical order.

***Committee of Trade Facilitation*** (JC Decisions 7/2014 and 1/2015) is tasked to develop and broaden cooperation among CEFTA Parties and to address the issues which are related to facilitation of the trade in CEFTA with a view to reduce trade costs, while balancing trade facilitation with increasing requirements for safety and security measures in international and local supply chain.

***Committee of Contact Points*** (JC Decision No. 1/2015) is tasked to support the smooth functioning of the Agreement and the fulfilment of the decisions, conclusions and recommendations of the Joint Committee both within the Contracting Party concerned and with all CEFTA stakeholders.

### ***Subcommittees***

- The Sub-committee on Non-Tariff Measures is tasked to identify non-tariff measures that can potentially have an economic effect on international trade in goods, changing quantities traded, or process or both, review those identified measures and propose measures for their elimination;
- The Sub-committee on Agriculture is tasked to contribute the promotion and facilitate trade in agricultural products within the region and to discuss and coordinate to the maximum extent the policies on agriculture and protection of plant health, animal health and food safety and other relevant areas in accordance with articles 11 and 12 of CEFTA 2006;
- The Sub-committee on Customs and Rules of Origin is tasked to simplify and facilitate customs procedures and to coordinate implementation of common rules of origin in CEFTA (in accordance with article 14.4 of CEFTA 2006); and
- The Sub-Committee on Trade in Services is tasked to strengthen and deepen cooperation in the field of trade in services by facilitating the implementation of the commitments stipulated in Articles 26–29 of the CEFTA 2006.

### ***Working groups***

- Working Group on Technical Measures is tasked to provide working level forum to address exclusively non-tariff measures stemming technical measures in particular sanitary and phytosanitary measures, and technical barriers to trade, and discuss at the expert level the methods and tools to eliminate the discriminatory measures constituting non-tariff barriers to trade. The group is also to initiate exploratory talks to conclude mutual recognition agreements in the relevant areas of technical measures conditional upon the full alignment with the relevant EU *acquis*, and implementation of the aligned legislation in line with the EU, WTO Agreements and other international agreements.
- Working Group on Risk Management is tasked to develop and broaden cooperation among CEFTA Parties particularly with a view to propose the possibilities of taking joint actions related to the management of public authorities and agencies involved in clearance of goods, as far as possible, aiming at facilitating trade while improving the overall quality and deterrence of customs, security, and safety controls and inspections.
- Working Group on Electronic Exchange of Information is tasked to develop and broaden cooperation among CEFTA Parties, particularly to address the issues related to the functioning and sustainability of the existing or new IT capacities and tools to be created between the CEFTA Parties in the framework of CEFTA and CEFTA Management Information System, and propose solutions for CEFTA with an aim to facilitate trade while improving the overall quality and deterrence of customs, security and safety controls and inspections.
- Working Group on Trade in Services Statistics, FATS and FDI Statistics is tasked to improve the quality of international trade in services statistics across the CEFTA Region and harmonise

statistics with those of the European Union. Working Group on Trade in Services Statistics, FATS and FDI Statistics holds at least one meeting a year and in average two meetings per year.

- Joint CEFTA-RCC-ERISEE Working Group on Recognition of Professional Qualifications is tasked to deepen the cooperation between CEFTA Subcommittee on Trade in Services, Education Reform Initiative of South Eastern Europe (ERISEE) and RCC Social Agenda Working Group (SAWG) in the area labour mobility, building on the mandates and previous activities of each structure.
- Joint CEFTA-RCC Working Group on Investment Policy and Promotion is established in the context of the SEE 2020 Strategy and the legal basis for cooperation on investment from the CEFTA 2006 (Articles 30-33), with the main purpose deepen trade and investment links, and support policies that are non-discriminatory, transparent and predictable and that enhance the flow of goods, investment, services and people within CEFTA.

#### **1.4. Current situation in the sector**

The Additional Protocol 5 (AP5) to the CEFTA Agreement aims at rationalizing and simplifying documentation and inspections related to all customs procedures. It also foresees to reducing formalities in trade between the CEFTA members. Annex I of the Additional Protocol 5 in particular foresees simplification of inspections related to clearance procedures and reducing formalities to the maximum extent possible and data exchange between competent authorities involved in the clearance of goods. It stipulates data exchange for Veterinary Health Certificate for products of animal origin and Veterinary Health Certificate for live animals.

To support this, SEED+ Action established CEFTA TRACES NT that was built on EU TRACES NT and in line with the EU acquis and EU Member States' practices. It is a multilingual online platform available 24/7, that streamlines the certification process and facilitates the exchange of data, information, and documents between all involved trading parties and authorities.

CEFTA TRACES NT ensures traceability (monitoring movements of consignments), information exchange (enabling trade partners and competent authorities to easily share information on the movements of their consignments, which in turn significantly speeds up administrative procedures) and risk management (reacting rapidly to health threats by tracing the movements of consignments and facilitating the process of rejected consignments). Moreover, the platform supports e-certificates. As a result, this simplifies and speeds up the administrative procedures.

CEFTA TRACES NT software customization, based on the blue print agreed and finalized by all relevant stakeholders, started in September 2021. CEFTA TRACES NT enables (a) Certification: generation and processing of phytosanitary, veterinary and pharmaceutical certificates and entry documents in CEFTA Parties specified in the Technical Annex 1 to the CEFTA Additional Protocol 5 in line with the EU acquis and EU Member States' practices, and related data, information and documents sharing and exchange, and (b) Notifications: Rapid exchange of information on non-compliant consignments for animals and goods (food safety, veterinary and phytosanitary policy similar to EU RASFF<sup>1</sup> and EUROPHYT<sup>2</sup>) thus facilitating the risk management of rejected consignments.

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<sup>1</sup> Every Member State of the EU monitors pesticide residues, particularly on fruit and vegetables. The RASFF is informed whenever maximum pesticide residue levels have been exceeded. A RASFF notification is required when the food in question presents a risk to consumer health. The notifications are available at [http://ec.europa.eu/food/food/rapidalert/rasff\\_portal\\_database\\_fr.htm](http://ec.europa.eu/food/food/rapidalert/rasff_portal_database_fr.htm)

<sup>2</sup> The EU rules governing the protection of plants are intended to protect crops, fruit, vegetables, flowers, ornamental plants and forests against parasites and harmful diseases (harmful organisms) and to prevent their introduction and propagation in the EU. The Member States of the EU are required to inspect and track the incidence of harmful organisms in imported products. The results of the surveillance programme are provided to the public via the Europhyt system at [https://ec.europa.eu/food/plant/plant\\_health\\_biosecurity/europhyt/interceptions\\_en](https://ec.europa.eu/food/plant/plant_health_biosecurity/europhyt/interceptions_en).

CEFTA TRACES NT currently pilots exchange of non-harmonized veterinary certificates, as the harmonization of the second page of the veterinary certificate remains one of the challenges for the Parties. The idea is to establish list of aligned products groups and harmonize certificates in CEFTA and with EU acquis, as well to establish list of non-aligned products groups for further actions. This would further contribute to harmonization of the requirements and restrictions on transporting, and therefore simplify the movement of products of animal origin.

Several online and in-person CEFTA workshops with veterinary stakeholders were organised to devise the methodology for harmonization of veterinary certificates, and according to the agreed methodology, prepare draft decisions required for operationalization of CEFTA TRACES NT in veterinary area. The following Draft Decisions have been drafted:

- Draft Decision Amending Decision No 1/2015 on the Establishment of CEFTA Bodies (Establishment of the Veterinary Working Group);
- Draft Decision on Laying down harmonised rules for the Health Certificates and Veterinary Health Certificates for certain goods intended for human consumption for trade among CEFTA Parties (Appendix 1 with supporting comparison tables);
- Draft Decision on establishments in sections authorised for trade among CEFTA Parties (Appendix 2).

Amon those, only Draft Decision Amending Decision No 1/2015 on the Establishment of CEFTA Bodies (Establishment of the Veterinary Working Group) has passed all CEFTA structures and it is to be adopted by the CEFTA Joint Committee. The other two decisions are still under technical discussion.

Draft Decision on Laying down harmonised rules for the Health Certificates and Veterinary Health Certificates for certain goods intended for human consumption for trade among CEFTA Parties currently specifies only requirements for honey and products of apiculture intended for human consumption and has only model health certificate for trade of honey and other products of apiculture intended for human consumption. However, it is expected to be amended with additional articles and model health certificates as new product categories are harmonized.

Accordingly, in future, three additional decisions will have to be drafted to encompass all product categories:

- Decision on laying down harmonized rules for the Health Certificates and Veterinary Health Certificates for trade of feed among CEFTA Parties
- Decision on laying down harmonized rules for the Health Certificates and Veterinary Health Certificates for trade of animal byproducts among CEFTA Parties
- Decision on laying down harmonized rules for the Health Certificates and Veterinary Health Certificates for trade of live animals among CEFTA Parties

Those will be drawn up in line with the structure and methodology as the one on honey and products of apiculture once finalized and agreeable to all Parties. The product categories selected for future harmonization are hides and skins, pet can food, fishery products, casing, eggs, meat products, milk, milk products and live snails, but the list can still be amended.

## **1.5. Related programmes and other donor activities**

### **GIZ - “EU4 Business: Support to Regional Economic Integration”**

This project aims to strengthen regional economic integration among the CEFTA Parties by supporting the implementation of the Common Regional Market Action Plan in the fields of quality infrastructure and electronic commerce. It will support enhancing information exchange between market surveillance

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authorities through cross-border cooperation. This will stimulate the development of a more harmonized market surveillance system by supporting the operationalization of a database on unsafe products found on the market.

### **EU – CEFTA Secretariat “SEED+ Platform Implementation” 2021-2023**

The purpose of this Project is to develop and implement IT systems required for regular and systematic data exchange among all CEFTA AP5 stakeholders as stipulated by the CEFTA Additional Protocol 5 and its Technical Annexes, whilst harmonising related legal and regulatory requirements and providing technical assistance, support and maintenance throughout project implementation period.

The following results are expected to be achieved:

1. SEED+ ICT infrastructure in place, secured and operational;
2. CEFTA TRACES NT, built on TRACES NT<sup>3</sup> source code provided by DG SANTE, operational and used by all relevant CEFTA authorities enabling (a) processing of phytosanitary, veterinary and pharmaceutical certificates in CEFTA Parties and (b) data, information and documents exchange including exchange of information on non-compliant consignments for animals and goods (food safety, veterinary and phytosanitary policy) thus facilitating the risk management of rejected consignments;
3. Customs SEED upgraded to Customs SEED+ by establishing additional data exchange links, upgrading customs SEED modules and improving regional customs risk management;
4. Green corridors initiative maintained and extended ensuring expansion of: data sets exchanged, number of agencies involved, products and economic operators, the number of involved BCP/CCPs, including those with the EU;
5. Collection and analysing of statistical data from SEED+ automatized enabling easy and user-friendly monitoring and evaluating of the implementation of trade facilitation instruments;
6. Users from all relevant CEFTA authorities trained and using the systems deployed, adequate technical and user documentation and operational instructions available, overall security of data and platform maintained and support and maintenance provided throughout the project implementation period.

### **EU - GIZ “Support to regional economic integration” 2020-2023**

The aim of the Project is as follows:

- Improved operationalization of the Additional Protocol 5 (AP5) so as to capitalize on trade reforms already undertaken and facilitate cross-border trade for businesses
  - Thematic focus is on: implementation of Mutual Recognition Programmes (Authorised Economic Operators and border documents) and implementation of Joint Risk Management
- Operationalization of Additional Protocol 6 (AP 6) so as to create a more conducive business environment for trade in services
  - Thematic focus is on: intra-governmental cooperation for improving compliance of domestic regulations and procedures with AP6; interregional regulatory cooperation to address trade barriers identified by private sector
- Enhanced private sector engagement to derive the greater benefits from the facilitated framework conditions for trade in goods and services
  - Focus is on: evidence-based monitoring to track the implementation of trade-related reforms; public-private dialogue at regional level; promotion of benefits and opportunities to be gained from trade related measures and reforms supported under the project

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<sup>3</sup> <https://webgate.ec.europa.eu/cfcas3/tracesnt-webhelp/Content/Whatstraces/What%27s%20Traces.htm>



## **EU – CEFTA Secretariat “Support to the CEFTA Secretariat” 2022 -2025**

The Action seeks to support creation of Regional Trade Area based on CEFTA 2006, as part of the CRM AP (specific objective), in order to (i) increase socioeconomic growth in the region thanks to increased trade and investment; (ii) foster the implementation of the EU *acquis* pertaining to the EU Single Market in order to accelerate accession to the EU; and (iii) enhance good neighbourly relations (overall objective). Some estimates show that regional economic integration can generate 2.5% of GDP should the level of integration reach EFTA level and 6.7% in case of EU level of integration<sup>5</sup>. The main risk in achieving positive economic impact from regional economic integration lie in negative externalities, such as global or regional economic downturn that would offset positive economic impact and furthermore negatively affect demand and commitment to regional integration. This was the case with the global Covid-19 pandemic.

Regional economic integration will be improved by facilitating trade and investment flows in the region by strengthening main existing trade rules underpinning liberalisation of trade in goods and expanding liberalisation to new areas as envisaged by CRM AP. The key enabler of trade facilitation in the region lies with rules and institutions of CEFTA and therefore, enhanced regional integration requires:

- (R1) Smooth functioning of the CEFTA Bodies and Secretariat in delivering CRM AP and implementation of CEFTA 2006
- (R2) Improved CEFTA IT System and CEFTA communication
- (R3) Improved capacity of CEFTA Bodies to implement CEFTA and the trade activities of CRM AP

## **USAID – “Trade Facilitation Project”**

The aim of the Project is to enhance the CEFTA WB 6 Parties in the implementation of the WTO Trade Facilitation Agreement on the national level. The activities in the establishment of the NTFC, are complemented with the different activities for the fulfilment of obligations rising from the AP 5

## **The World Bank Group - “Trade Facilitation Support Program (TFSP)”**

The World Bank Group’s Trade Facilitation Support Program (TFSP) was launched in June 2014. The Program provides implementation support for countries seeking assistance in aligning their trade practices more closely with the World Trade Organization Trade Facilitation Agreement (WTO TFA), which entered into force in February 2017. The work program for the upcoming two years includes:

- Collection of trade related fees and charges
- Support of joint border controls North Macedonia/Serbia and North Macedonia/Albania
- Repeat of the Time Release Studies implemented in previous years
- Support to selected national implementation of Authorized Operator Programs
- Capacity Building with selected national SPS agencies related to the development of risk-based border controls
- Likely some automation support (advanced tariff rulings, software for phytosanitary agencies)

Overall, this project should continue to work on the results already achieved and work closely with all on-going projects to avoid overlaps and ensure complementarity in all its activities.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The overall objective of the project of which this contract will be a part is to facilitate and expedite trade among CEFTA Parties with respect to the veterinary matters, animal health, and food safety, in particular towards the harmonisation of Veterinary Certificates.

## **2.2. Purpose**

The purpose of this contract is to achieve the use of harmonized Veterinary Certificates, addressing diverging requirements in the individual CEFTA Parties, and then discussing and agreeing on harmonized veterinary certificates on a product-by-product basis.

## **2.3. Results to be achieved by the contractor**

The following results are expected to be achieved by selected Contractor:

1. Methodology for harmonization of veterinary certificates devised and short-term (for year 2023) and long-term action plan prepared, with 2023 action plan fully implemented.
2. Issues of divergence reviewed in details in relevant rules and regulations in CEFTA Parties related to the product and production safety control systems, hygiene rules, the recognition of animal disease status and residue monitoring and residue monitoring plans and comparison tables prepared including regulation and practice within the European Union and EU Member States.
3. Administrative and technical capacities of CEFTA Parties' Veterinary officials and CEFTA Secretariat enhanced and all parties involved in the process supported in the preparation and moderation of the discussions and negotiations on the use of harmonized Veterinary Certificates and CEFTA TRACES NT and supporting text proposals and legal provisions duly drafted.
4. Implementation and operationalization of CEFTA TRACES NT in veterinary area fully supported.

## **3. ASSUMPTIONS & RISKS**

### **3.1. Assumptions underlying the project**

- Relevant CEFTA authorities are committed to the implementation of the CEFTA TRACES NT, in particular to data, information and documents sharing and exchange among CEFTA Parties;
- Competent people from relevant CEFTA authorities are appointed and are actively and timely contributing in shaping of all project's outputs;

### **3.2. Risks**

- Political instability at the level of the Beneficiaries and/or instability of the senior management of relevant CEFTA authorities;
- Lack of political will to adjust required legal framework to the EU acquis;
- Lack of readiness and commitment of relevant CEFTA authorities to cooperate, share and exchange data, information and documents with other authorities and other CEFTA Parties;
- Lack of skills amongst the staff appointed for project implementation in the relevant CEFTA authorities;
- Travel restrictions and other restrictive measures imposed amid COVID-19.

## **4. SCOPE OF THE WORK**

### **4.1. General**

#### **4.1.1. Description of the assignment**

Project objectives and expected results will be achieved through technical assistance to the CEFTA Secretariat and the Beneficiaries for the realisation of the project activities. Technical assistance will



include review of relevant rules and regulations in CEFTA Parties in veterinary area related to the product and production safety control systems, hygiene rules, the recognition of animal disease status and residue monitoring and residue monitoring plans and drawing up the comparison tables including regulation and practice within the European Union and EU Member States. This review will assist in devising a methodology and a road map for harmonization of veterinary certificates. Administrative and technical capacities of CEFTA Parties' Veterinary officials and CEFTA Secretariat will be enhanced and all parties involved in the process will be supported in the preparation and moderation of the discussions and negotiations, and in particular ensuring good competence, knowledge and capacity of the user community in usage of CEFTA TRACES NT in veterinary area. Supporting text proposals and legal provisions will be drafted. The expected overall impact is to contribute to the progressive CEFTA economic integration, by actively supporting harmonization of legislations and practices with a view to trade facilitation.

#### **4.1.2. Geographical area to be covered**

CEFTA WB6 Parties.

#### **4.1.3. Target groups**

Target groups are CEFTA Secretariat, CEFTA Structures and Beneficiary Administrations, in particular authorities of the Beneficiary Administrations involved in veterinary area.

### **4.2. Specific work**

#### **Activities related to Result 1**

In the *Inception phase (~2 months)*, a diagnosis of the initial situation and a proposal of business model will be elaborated and validated followed by an action plan. It is expected to:

- Conduct a series of workshops and meetings with CEFTA Secretariat and the designated stakeholders to devise a methodology for harmonization of veterinary certificates. The contractor is expected to propose the best solutions compliant with the inspiring practices from the EU.
- Devise a short-term (for year 2023) and long-term action plan following the agreed methodology.
- Work with the CEFTA Secretariat and the Beneficiaries to develop a detailed project management plan, including the implementation schedule, stakeholder engagement plan, communications management plan, and change management plan including the capacity building. The project management plan shall be continuously updated based on the project progress.
- Organize weekly project management meetings, and any needed workshops throughout the project implementation period, to address any needs, risks and issues that arise during the implementation of the project.

#### **Activities related to Result 2**

- Following the inception phase and detailed diagnosis of the initial situation and a proposal of business model, implement 2023 action plan:
  - For each selected product category, review in details divergence in relevant rules and regulations in CEFTA Parties related to the product and production safety control systems, hygiene rules, the recognition of animal disease status and residue monitoring and residue monitoring plans and prepare comparison tables including regulation and practice within the European Union and EU Member States.

- Based on the comparison table and the inspiring practices from the EU, prepare a proposals laying down harmonised rules for the Health Certificates and Veterinary Health Certificates for all selected product categories (minimum 10), including establishments authorised for trade among CEFTA Parties and Programmes for the Monitoring of Residues and Other Contaminants in live animals and animal products or anything else if needed.

### **Activities related to Result 3**

- Enhance administrative and technical capacities of CEFTA Parties' Veterinary officials and CEFTA Secretariat, such as:
  - Support the CEFTA Parties in their discussions.
  - Support the CEFTA Secretariat, the SEED+ project team, and the Legal Experts in the preparation and moderation of the discussions and negotiations.
  - Provide inputs to the negotiations.
  - Reporting on regulation and practice within the European Union, EU Member States, and CEFTA Parties.
  - Support the drafting and revising of text proposals.

### **Activities related to Result 4**

- Support the implementation and operationalization of CEFTA TRACES NT in veterinary area.

## **4.3. Project management**

### **4.3.1. Responsible body**

The Secretariat of the Central European Free Trade Agreement 2006 will be responsible for the management of the contract.

### **4.3.2. Management structure**

The Project Manager of the SEED+ project will be responsible for the management of the project. The Director of the CEFTA Secretariat will oversee the implementation of the contract.

The CEFTA Secretariat and the CEFTA Structures will ensure the smooth implementation of the project; more particularly they will monitor that the scope and features of the project match the objectives of CEFTA agreements and protocols.

All relevant agencies/regulatory bodies affected by the project activities will be involved, especially the relevant veterinary officials. The Contractor will organize ad hoc technical or operational, local or CEFTA meetings, in the presence of representatives of the Beneficiaries and, if needed, representatives of CEFTA or of relevant DG's from the European Commission.

Additionally, in order to monitor and assess the progress made with regard to the implementation of the project, the Contracting Authority will organize Steering Committee Meetings after each reporting period, in the presence of representatives of the Beneficiaries, the CEFTA Structures and relevant EU services (DG NEAR, DG SANTE).

### **4.3.3. Facilities to be provided by the contracting authority and/or other parties**

No facilities will be provided by the Contracting Authority.

## 5. LOGISTICS AND TIMING

### 5.1. Location

Project activities will be carried out in all CEFTA Parties. The operational base(s) in CEFTA Party(ies) will be defined by the Contractor in its proposal.

### 5.2. Start date & period of implementation

The intended start date is May 2023 and the period of implementation of the contract will be until November 30, 2023. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

## 6. REQUIREMENTS

### 6.1. Staff

Note that civil servants and other staff of the public administration of the partner Party, or of international organisations based in the Party, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

#### 6.1.1. Key experts

Key expert has a crucial role in implementing the contract. These terms of reference contain the required key experts' profile. The tenderer shall submit CVs and Statements of Exclusivity and Availability for the following key experts:

#### **Key expert 1: Team Leader/Veterinary Expert (minimum 90 working days)**

The Team Leader will be responsible for overall coordination and implementation of the project activities, also directly participating in such activities as required, especially those related to management and coordination and quality assurance.

#### **Qualifications and skills**

- A university degree (Bachelor or equivalent) in the related field.

#### **General professional experience**

- Minimum 10, but preferably 15 years of professional experience in the veterinary area, preferably related to the product and production safety control systems, hygiene rules, the recognition of animal disease status and residue monitoring and residue monitoring plans.
- Proven knowledge of related regulation and practice within the European Union and EU Member States.
- Minimum 1, but preferably 3 years of managerial experience in leading teams.
- Experience as a Team Leader in at least one international technical assistance projects will be considered as an advantage.

#### **Specific professional experience**

- Professional experience in CEFTA is an advantage.
- Excellent English communication and reporting skills.

- Knowledge of CEFTA languages will be considered as an advantage.

### **Key Expert 2 and 3: Veterinary Expert (minimum 80 working days each)**

The Key Expert 2 and the Key Expert 3 will provide assistance to all Beneficiary institutions in all project phases.

#### **Qualifications and skills**

- A university degree (Bachelor or equivalent) in the related field.

#### **General professional experience**

- Minimum 5, but preferably 10 years of professional experience in the veterinary area, preferably related to the product and production safety control systems, hygiene rules, the recognition of animal disease status and residue monitoring and residue monitoring plans.
- Proven knowledge of related regulation and practice within the European Union and EU Member States will be considered as an advantage.

#### **Specific professional experience**

- Professional experience in CEFTA is an advantage.
- English language proficiency.
- Knowledge of CEFTA languages will be considered as an advantage.

### **6.1.2. Non-key experts**

The profiles of the non-key experts for this contract are as follows:

**Pool of non-key experts – minimum of 60 working days** (30 working days for Senior non-key experts and 30 days for Junior non-key Experts) - It will have to be divided by results and between Senior and Junior experts, according to the Organization and Methodology submitted by the Contractor. The distribution of number of working days between the different categories of experts should be clearly laid out on the proposed budget and reflected on the proposed fee rates.

The non-key experts, who will be recruited to carry out those assignments, should have as a minimum the following profile:

- have excellent communication and analytical skills,
- have excellent team working abilities,
- be fluent in both written and spoken English,
- have proven specific professional experiences in the area relevant to their assignment.
- For Senior experts, a proven minimum of 5, but preferably 8 years of general professional experience in areas relevant to their assignment.
- For Junior experts, a proven minimum of 3, but preferably 5 years of general professional experience in areas relevant to their assignment.

CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles, such as legal experts or any other field of expertise that the Contractor may consider important for the success and sustainability of the project.

The contractor must select and hire other experts as required according to the profiles identified in the organisation & methodology and these terms of reference. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.

### **6.1.3. Support staff & backstopping**

The contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

## **6.2. Office accommodation**

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the Contractor.

The costs of the office accommodation are to be covered by the fee rates.

## **6.3. Facilities to be provided by the contractor**

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor shall provide all required supplies, services, documentation, logistical support, etc. for the implementation of the contract, and all the costs should be included in the fee rates of its experts.

## **6.4. Equipment**

No equipment is to be purchased on behalf of the Contracting Authority.

## **6.5. Incidental expenditure**

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the general conditions and the notes in Annex V to the contract. It covers:

- Travel costs and subsistence allowances for missions, outside the normal place of posting, undertaken as part of this contract.
- Exceptional costs related to the organisation of workshops, trainings and seminars outside government facilities and other communication events, including the travel and hotel costs for beneficiaries' participants, interpretation and printing necessary documents and materials, could be covered by incidental expenditures with the authorisation of the Contracting Authority.

The provision for incidental expenditure is EUR 20,000. This amount must be included unchanged in the budget breakdown.

Per diem are daily subsistence allowances that may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, carried out by the contractor's authorised experts outside the expert's normal place of posting. The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of

the number of hours spent on the mission. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission. No per diem should be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website - [http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en) - in force at the time of contract signature.

The contracting authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

## **6.6. Lump sums**

No lump sums are foreseen in this contract.

## **6.7. Expenditure verification**

The provision for expenditure verification covers the fees of the auditor in charge of verifying the expenditure of this contract in order for the contracting authority to check that the invoices submitted are due. The provision for expenditure verification is EUR 1,000.

This amount must be included unchanged in the budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

# **7. REPORTS**

## **7.1. Reporting requirements**

The Contractor shall submit the following reports in English in one original and one copy in electronic version:

- Inception report of the project of maximum 20 pages. This report shall be submitted no later than two months after the project start.
- Draft final report of the project of maximum 20 pages. This report shall be submitted no later than month before the end of the period of implementation of tasks.
- Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 days after receipt of comments on the draft final report. The final report must be provided along with the corresponding invoice.

Please see Article 26 of the general conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.1.2 of these terms of reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:



Name of report	Content	Time of submission
Inception report	Analysis of existing situation and work plan for the project	No later than 2 months after the start of implementation
Draft final report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 2 weeks of receiving comments on the draft final report from the project manager identified in the contract.

## 7.2. Submission & approval of reports

At the end of the project, The Contractor will supply the Contracting Authority with a specific device (CD ROM, USB, other support) together with the final report and including all project deliverables grouped by CEFTA Party and by component.

One hard copy and one electronic copy of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

No report or document may be distributed to third parties without the prior approval of the Contracting Authority. The Contractor shall pay particular attention to the confidentiality of data. Reports, as well as press statements etc. prepared by the Contractor will make clear that any opinions expressed therein remain those of the Contractor and do not necessarily represent the opinion of the Contracting Authority.

## 8. MONITORING AND EVALUATION

### 8.1. Definition of indicators

Steering Committee Meetings, involving:

- Director of the CEFTA Secretariat,
- Project Manager of the SEED+ project,
- Technical Expert - Trade in goods,
- DG NEAR,
- DG SANTE
- Representatives of the Beneficiaries,

are to be organized for the presentation and approval of all the reports:

- Inception report
- Final report

in order to assess the results achieved. If needed, representative of other stakeholders may be invited to the Steering Committee Meetings as observers.

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