



European Union High Level Policy Advice Mission to the Republic of Moldova

Draft Terms of Reference

Short term local expert

Background

The EU High Level Policy Advice Mission (EUHLPAM) is a project financed by the European Union and implemented by UNDP Moldova. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization. The National Food Safety Agency benefits from the assistance of an EU High Level Policy Advisor/EUHLPA.

According with the Strategy for Food Safety for period 2011-2015 approved by Government Decision no 747/2011 one of the priorities of NFSA is to open the export of poultry meat and eggs to the European Union. In order to implement the National Control Programs for Salmonellosis approved in August 2014 and submitted for approval to the European Commission it is necessary to perform laboratory tests in accordance with ISO standard 17025. In the present those laboratory tests are performed in other country (Romania), even if the Central Laboratory has the analytical capacity to perform those tests.

This project is important for strengthening the institutional capacities of the NFSA, in accordance with provisions of the Law 50/2013, which transpose into national legislation the EC Regulation 882/2004, allowing to NFSA to use his own laboratories for the implementation of National Control Programs for Salmonellosis.

The project is seeking to engage the services of a short term local expert on developing the procedures for accreditation according with ISO 17025 standards for laboratory method for detection and identification of Salmonella.

The activities foreseen to be performed in this project are not included in any other project financed by development partners.





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Position Title: Short Term Local Expert on developing the procedures for accreditation according with ISO 17025 standards for laboratory method for detection and identification of Salmonella.

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: 5 November 2014 - 30 January 2015 (40 working days)

Reporting to: EUHLPA to National Food Safety Agency and the EUHLPAM project manager

Description of Responsibilities:

The local expert on food safety will deliver/provide/support on developing the procedures for accreditation according with ISO 17025 standard for laboratory method for detection and identification of Salmonella in the National Reference Laboratory.

The local expert will report primarily to the High Level Adviser to the National Food Safety Agency and the EUHPAM project manager.

Key Responsibilities:

- Preparatory phase
 - Carry out, in close coordination with NFSA, a comprehensive critical analysis of the existing legal framework, facts and figures in the area of laboratory control of zoonotic salmonellosis
 - assess laboratories' functions and capacities to diagnosis of zoonotic salmonellosis (*S. enteritidis* and *S. typhimurium*)
- Develop the procedures for accreditation according with ISO 17025 standards for laboratory method for detection and identification of Salmonella, consult and submit them for approval.
- Prepare and deliver training for staff involved in the laboratory control in order to implement the procedures prepared. Follow-up on training conclusions and report to NFSA management on next steps
- Present final report.

Deliverables, activities, and milestones shall follow this tentative schedule:

Deliverable/milestone	Indicative timeframe
1. Inception study	3 day
2. Report on existing legal framework, facts and figures in the area of laboratory control of zoonotic salmonellosis	5 days
3. Develop the procedures for accreditation according with ISO 17025	12 days





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standard for laboratory method for detection of Salmonella	
4. Develop the procedures for accreditation according with ISO 17025 standard for laboratory method for identification of highly pathogenic Salmonella serotypes, according with Kaufman-White method.	12 days
5. Training of the staff involved in the laboratory control to implement the procedures prepared	6 days
6. Prepare the final report	2 days

The local expert is required to operate according to the Mission's Code of Conduct, which constitutes an integral part of the contract, and a prioritised work plan agreed with the adviser to National Food Safety Agency and the project manager.

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in agriculture, agronomy, food safety, laboratory management, public administration, economics or similar. A Bachelor's Degree in the same areas combined with 6 years of experience in the sector will serve in lieu of a Master's Degree

II. Years of experience:

- Preferably 7 years of professional experience
- At least 5 years of professional experience linked to the policy advice and/or capacity building in the food safety and/or laboratory administration and/or testing.
- Proven experience of working with implementation of ISO 17025 Standard in the public and/or private sector

III. Competencies:

- Previous training experience in the areas related to the assignment
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- Fluency in Romanian language

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: explaining why they are the most suitable for the work and providing a brief methodology on how they will approach and conduct the work





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2. Financial proposal;
3. Personal CV including past experience in similar assignments, the duly filled Personal History Form (P11) and at least 3 names for a reference check.



European Union



United Nations Development Programme
is the implementing partner