

MINISTRY OF ENVIRONMENT AND SPATIAL PLANNING OF THE REPUBLIC OF SERBIA; PROJECT “CHEMICALS RISK MANAGEMENT IN SERBIA 2007-2010”.

INQUIRY FOR ASSISTANCE IN PREPARATION OF BY-LAW ON CONTENT OF CHEMICAL SAFETY REPORT AND MANER OF CONDUCTION OF CHEMICAL SAFETY ASSESSMENT AND DEVELOPMENT OF TECHNICAL GUIDANCE ON CHEMICAL SAFETY ASSESSMENT AND PREPARATION OF CHEMICAL SAFETY REPORTS

Objectives of the Project

As a step toward the harmonization and approximation of national legislation with the EU, which is one of the obligations that Serbia took over in process towards joining the EU, the Law on Chemicals has been adopted.

The Law on Chemicals takes over some obligations given in EU Regulation 1907/2006 – REACH. Some of those obligations are given in Annex I (General Provisions for Assessing Substances and Preparing Chemical Safety Reports) and Annex XII (General Provisions for Downstream Users to Assess Substances and Prepare Chemical Safety Reports) of REACH – which are translated into Serbian language. This translated text should be the basis for preparation of the By-law on Content of Chemical Safety Report and Maner of conduction of Chemical Safety Assessment. In order to prepare this subsidiary legislation with technically adequate text and terminology, it is necessary to review this translated text and make it correspondent to Law on Chemicals.

Furthermore, it is necessary to develop Technical Guidance on Chemical Safety Assesment and Preparation of Chemical Safety Report on basis of Parts A-F, including Appendix to Part F (CSR Template With Explanations) of Guidance on Information Requirements and Chemical Safety Assessment. This document should be made correspondent to the Law on Chemicals and By-law on Content of Chemical Safety Report and Manner of conduction of Chemical Safety Assessment, as well to the relevant parts of Guidance on Information Requirements and Chemical Safety Assessment.

Scope of Work

- a) For the revision of translated text of Annex I and Annex XII of REACH and asistance in preparation of the By-law on Content of Chemical Safety Report and Manner of Conduction of Chemical Safety Assessment, the consultant shall:
- review translated text of Annex I and Annex XI of REACH and make all necessary changes in order to make it adequate and correspondent to the original documents
 - harmonize the terminology of translated text with terminology used in Law on Chemicals as well as with wording frequently used by other experts engaged within the project “Chemicals Risk Management in Serbia”.
 - assist in preparation of By-law on Content of Chemical Safety Report and Manner of conduction of Chemical Safety Assessment
 - present a summary of the terminology used, with justifications and explanations for the choice, the consideration of alternative terms, explicatory references to other pieces of legal texts etc.
 - prepare presentation of By-law on Content of Chemical Safety Report and Manner of conduction of Chemical Safety Assessment and present it on workshop related to capacity building for administration, industry and scientific sector on chemicals risk

assessment which will be organised as part of activity 6.1 of the project “Chemicals Risk Management in Serbia 2007-2010”

- b) For the development of Technical Guidance on Chemical Safety Assessment and Preparation of Chemical Safety Report, the consultant shall:
- translate text of Parts A-F and Appendix to Part F of Guidance on Information Requirements and Chemical Safety Assessment and make all necessary changes in order to make it correspondent to the Law on Chemicals and By-law on Content of Chemical Safety Report and Maner of conduction of Chemical Safety Assessment
 - harmonize the terminology of translated text with terminology used in Law on Chemicals and By-law on Content of Chemical Safety Report and Manner of Conduction of Chemical Safety Assessment, as well as, with wording frequently used by other experts engaged within the project “Chemicals Risk Management in Serbia”
 - present a summary of the terminology used, with justifications and explanations for the choice, the consideration of alternative terms, explicatory references to other pieces of legal texts etc.
 - prepare presentation of Technical Guidance on Chemical Safety Assessment and Preparation of Chemical Safety Reports and present it on workshop related to capacity building for administration, industry and scientific sector on risk assessment which will be organised as part of activity 6.1 of the project “Chemicals Risk Management in Serbia 2007-2010”

Required Qualifications

- Education in chemistry, pharmacy or technology (higher level of education shall be considered as an advantage),
- Professional background in chemistry or related natural science
- Familiarity with chemical terminology especially in terminology related to Chemical safety assessment (chemical safety report and exposure scenario)
- At least 3 years of professional experience in related field
- Fluency in English.

Working Method and Documents Format

The consultant shall use Microsoft Word program and all changes asserted by the consultant should be made in visible and obvious manner (so they could be traced and rechecked)

The font format of the document shall be Times New Roman, size 12, and in Cyrillic. The text must contain meaning of all acronyms used in the text. The document shall be submitted to Ministry of Environment and Spatial Planning of the Republic of Serbia (hereinafter the Ministry)¹ in electronic form and in hard copy.

All deliverables shall contain the following sentence: “This document has been produced with the financial assistance of the Swedish International Development Cooperation Agency, (hereinafter: Sida) in cooperation with the Swedish Chemicals Agency, (hereinafter: KemI). The views herein shall not necessarily be taken to reflect the official opinion of Sida or KemI”;

Biding documentation requirements

¹ After establishment of fully functioning Chemicals Agency all rights and obligations of the of the Ministry of Environment and Spatial Planning shall be transferred to the Chemicals Agency

The bids have to contain the following data:

- 1) References, as well as other reliable evidences that he/she meets required qualifications
- 2) Name of the bidding party and his/hers address, phone-number and e-mail address
- 3) The net price in Euros (excluding taxes and contributions)
- 4) The date when the service can start being delivered.

The bids shall be written in Serbian and signed by the bidding party. Bids shall arrive in a closed envelope with a name of the bid clearly marked in application. Incomplete bids shall not be taken into consideration.

Location and Working Manner

The Ministry shall provide all necessary documentation to the consultant.

The consultant shall organize his/her working time and the work in his/her own premises and use his/her own equipment.

During his/hers work the consultant shall cooperate with Chemicals Department staff and Project Office staff.

All deliverables will be the property of the Ministry. No part of the findings will be given to a third party without written consent of Ministry.

Duration

The consultant has 180 days to complete his/hers Work and deliver it, starting from the day of signing of the contract.

Assessment of Bids

The requirements of the specification shall be fulfilled for the bid to be considered for assessment. At the assessment the most economically advantageous bid will be taken with regards in the following ranked and weighted criteria:

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| 1. Most economically favourable | 30% |
| 2. Documented competences and capabilities | 25% |
| 3. The readiness to start and to follow the given work plan | 20% |
| 4. Fitness to the tasks according to documented experience | 15 % |
| 5. Personal impression on the interview | 10% |

Background

Republic of Serbia received the contribution from Swedish International Development Cooperation Agency in order to implement the Project called: "Chemicals Risk Management in Serbia 2007-2010" (hereinafter: the Project). The Project shall last for two years.

The overall Objectives of the Project is contribution to the minimization of adverse effects of chemicals on human health and the environment, creation of preconditions for access to EU and establishment of free movement of goods in order to improve chemical safety and obtain sustainable development in the Republic of Serbia. The Project specific objective is contribution to the establishment of adequate institutional capacity and creation of appropriate administrative tools for achievement of adequate chemicals control.

Objectives, activities and deadlines for implementation of the Project are given in the Project Document “Specific Agreement between the Government of Sweden and the Government of the Republic of Serbia on Support to Chemicals Risk Management in Serbia”