

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

**TERMS OF REFERENCES FOR SUPERVISION OF DEVELOPMENT OF THE
CHEMICALS AGENCY ICT SYSTEM**

Objectives of the work

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 its process towards joining the EU, the Law on Chemicals has been prepared. The Law on Chemicals sets out the legal obligation for the Integral Registry of chemicals placed on the market of the Republic of Serbia which consists of the Chemicals Registry, Registry of the Biocidal Products as well as data on Plant Protection Products.

Due to great importance of the above stated, a fully formal process of supervision within the project timeframe is to be conducted of the procurement, installation, testing and working performance of the adequate hardware and software (ICT infrastructure), as well as Information system, needed for normal functioning of the Chemicals Registry, Registry of the Biocidal Products and Plant Protection Products information system.

Supervision is needed both from the legal and ICT aspect; therefore, 2 experts/supervisors are to be engaged in these activities – a legal and ICT expert.

Scope of Work

Legal expert shall perform the following tasks:

- supervise the whole procurement process, to ensure that it is conducted in accordance with national legislation
- provide necessary legal advice and consult on the development of Integrated Chemicals Registry, within the Chemicals Agency

ICT expert shall perform the following tasks:

- supervise the whole process of planning, procurement, software solution installation, testing for compliance with the demands of the Integrated Chemicals Registry, as well as compliance of both the IT infrastructure and Information system of the Agency in accordance with hardware and software solution development and integration principal standards and standardization bodies (ETSI, IEEE, IETF, ISO/IEC, ITU-T, TIA, 3GPP, and W3C), as well as best practices.

In detail, ICT expert shall perform the supervision of the following:

- Procurement and installation of necessary hardware for Integrated information system for chemicals management (servers, server room, networking, active network equipment, PCs, IP telephone for call center)
 - Procurement and installation of necessary software (OS, MS Office, Antivirus software, Call center application, e-mail server)
 - Development of Chemicals Agency website, procurement of internet service provider, web hosting and e-mail accounts
- ICT expert shall pay special attention to the integral and partial security of the Information System, and provide adequate competent consult on potential security issues and system and data intrusion/damage prevention, to the Information system of the Agency.

Required qualifications

For legal expert: University degree in law, with minimum of 5 years of working experience, as well as working experience on similar tasks.

For ICT expert: University degree in informatics and/or electrical engineering (telecommunications and/or software engineering) or other related field of expertise and excellent (certified) knowledge of English, with minimum of 5 years of working experience, as well as working experience on similar tasks.

Working method

Legal expert shall provide a report on his findings during the supervision process, along with suggestions and advice for the legal matters and issues he came across during the supervision.

ICT expert shall also provide a report on his findings during the supervision process, with suggestions and advice for the potential issues that emerged during the supervision.

Working manner

The Chemicals Department of the Ministry of Environment and Spatial Planning¹ (hereinafter the Ministry) will provide both legal and ICT expert with necessary documentation.

Experts shall organize his/hers working time and work in his/hers own premises.

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.

Deadlines

Legal expert has 9 months to complete his/hers work starting from the day of signing of the contract.

ICT expert has 9 months to complete his/hers work starting from the day of signing of the contract.

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

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”. This 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”