

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

**INQUIRY FOR THE ESTABLISHMENT OF HELP DESK IN REPUBLIC OF SERBIA AND PREPARATION OF NEED ASSESSMENT/LIST OF GUIDELINES AND MANUALS FOR ASSISTANCE TO INDUSTRY WHICH PLACES THE CHEMICALS ON THE SERBIAN AND INDUSTRY WHICH EXPORT CHEMICALS/PRODUCTS ON EU MARKET**

**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 adopted. The Law on Chemicals sets out the legal obligation for the establishment of the Help Desk for industry.

Help Desk should provide assistance for industry which places the chemicals and biocidal products on the Serbian and industry which export chemicals/products on EU market. Since this is the new area in Serbia it is necessary to prepare the plan of development of Help Desk and need assessment/list of guidelines and manuals which would facilitate assistance to industry and other stakeholders as well as make timetable which will provide that adequate information are available in due time.

**Scope of Work**

The consultant shall perform the following tasks:

- prepare the plan for establishment of the Help Desk in Chemicals Agency
- organize workshop on establishment of helpdesk in Serbia
- prepare list of necessary manuals and guidelines, as well as timetable for their preparation
- propose short content of those manual and guidelines
- propose necessary trainings and seminars for Agency staff and other stakeholders, scope of these trainings and tentative timetable
- participate in campaign for informing the industry an other stakeholder need and details on entering the data on chemicals

**Required Qualifications**

University degree in chemistry or other related field of expertise and excellent knowledge of English, experience in working with industry.

## **Working Method and Documents Format**

The consultant shall use Microsoft Word program and in Cyrillic. The document shall be submitted to Ministry of Environment and Spatial Planning of the Republic of Serbia (hereinafter the Ministry)<sup>1</sup> in electronic form and written form.

All deliverables shall contain the following sentence: “This document has been produced with the financial assistance of the Swedish International Development Cooperation Agency, 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:**

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/her address, phone-number and e-mail address
- 3) The net price in Euros (excluding taxes and contributions); and
- 4) The date when the service can start being delivered.

The bids have to 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 consultant 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.

The Ministry will provide consultant with necessary documentation.

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 90 days to complete his/hers work 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 favorable                              | 30% |
| 2. Documented competences and capabilities                  | 25% |
| 3. The readiness to start and to follow the given work plan | 20% |

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<sup>1</sup> 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

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| 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”. 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”