

ANNEX C1¹

STANDARD TWINNING PROJECT FICHE

1. Basic Information

- 1.1 Publication Notice reference: EuropeAid/ 136-571/DAH/ACT/XK
- 1.2 Programme: Annual Action Programme for Kosovo¹for 2014
- 1.3 Twinning Number: KS 14 IB AG 01
- 1.4 Title: Support to Kosovo Food and Veterinary Laboratory
- 1.5 Sector: Food Safety
- 1.6 Beneficiary country: Kosovo

2. Objectives

2.1 Overall Objective:

The overall objective of the action is to increase the protection of public health by introducing food safety control measures and educational programs for national control bodies and food business operators as well as to create preconditions for export of the products by enabling the introduction of food safety standards and full implementation of the legislation.

2.2 Project purpose:

Support Kosovo Food and Veterinary Laboratory in increasing the range, quality and reliability of services provided including development and validation of existing services and introduction of new test method, with particular focus on drugs and residue testing program.

2.3 Contribution to National Development Plan/Cooperation agreement/Association Agreement/Action Plan:

The Government's main strategic objectives of economic development of the Agriculture sector focus on improving the productivity and quality of agriculture products as well as increasing production with the aim of food stability and import substitution whilst promoting environmental protection. An increase in the level of competitiveness and alignment to EU relevant standards in particular concerning food safety, an increase in the incomes for the rural population and quality of life as well as creating equal opportunities for all marginalized groups are the general objectives of the RD Policy. The budget for Agriculture sector has continuously increased since 2009 and with that also the production and processing capacities in the Agriculture Sector. Legislation covering the area of food safety is mostly harmonized with the Union *acquis* and one of the key achievements is adoption of new hygiene package in 2013. This pace of development in the food production could not be followed by the government technical departments, more specifically food

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

testing laboratories, namely not being able to food testing services which would not only assure public health and increase consumer confidence but facilitate export of food and food products from Kosovo to regional and EU market. Development and accreditation of national food testing laboratory would massively contribute to increasing consumer confidence in domestic products, facilitate export of food products and reduce cost for testing which is borne by either food business operators or in case of government cost of national drug and residue monitoring plan.

3. Description

3.1 Background and justification:

Kosovo institutions have developed mechanisms and a comprehensive legal basis to allow implementation of legislation and policies on food safety, livestock breeding, animals and plant health.

As noted in a number of reports on Kosovo Food and Veterinary Agency (KVFA) the legislation is generally aligned with EU *acquis* and the mechanisms established are following EU best practices.

However the mechanisms established are not sufficiently prepared in terms of capacities and knowledge as well insufficiently funded to properly implement the above policies and legislation.

For the food safety sector, Kosovo Food and Veterinary Agency is an executive agency under the Prime Ministers' office responsible for implementation of integrated Food Control system better known in the EU as "from farm to fork".

Furthermore, Food Law places the main responsibility for food safety on food business operators whereas the KVFA should confirm that safety and quality provisions of the law are properly implemented and respected. This change has entirely shifted traditional role of the Inspector from the classical role of inspection to more of the Auditor who ensures that Food Businesses are complying with the requirements. Major reorganization also took place in terms of institutional set-up whereby as per food law veterinary/sanitary and phytosanitary inspectors placed in the municipalities should be transferred to the Food and Veterinary Agency and they should perform their tasks and duties from the 6 KVFA regional offices. Another important aspect of reorganization is adoption risk based systems of checks and controls as well as application of the system 1 establishment -1 inspector.

As part of preconditions for access to EU markets, KVFA with the support of the EU funded projects has implemented Animal Identification and Registration System and also implements annual drug and residue monitoring programme.

Significant investments are done both by the donors and Kosovo budget in building and equipping the Food and Veterinary Laboratory. Currently the infrastructure is in place and most of the equipment installed and operational. ISO system 17025 is implemented and national accreditation is obtained. However, the range and the quality of services provided by the food laboratory are very limited and most of the tests and methods performed are not validated. Testing of samples collected for the purpose of the implementation of national programme on drug and residue control is carried out abroad and the cost of this service ranges between 100,000 to 200,000 euros. Considering that most of the equipment is in place and relatively new, these tests can be performed in the Kosovo Food and Veterinary Laboratory. Massive range of microbiological, chemical and other food tests and analysis are carried out in the regional laboratories, causing increased expense and time consumption. Typical services food analysis services such as analysis of Vitamins & Minerals, Nutritional Analysis, Food Allergens, Natural Toxins, Shelf Life Studies etc. are not performed at all. Reason for this is that, although there is equipment in place there are not sufficiently trained personnel to carry out these tasks.

3.2 Linked activities (*other international and national initiatives*):

Since 2002 KVFA has received continuous support from the EU and other donors such as WB and USAID in its development from the classical veterinary services to the executive food safety agency as it is now. The main objective of the Agency is to ensure that food produced or imported in Kosovo is safe for consumption and of the appropriate quality. As stated in the Food Law, KVFA is responsible to perform checks and controls of food/feed, animal health and plant health at all stages of production, import-export, processing, transport, storage and retail. Significant investments are done both by the government in building the necessary infrastructure for laboratory and also by the donors in equipping the laboratory and introduction of quality management system. While the government invested more than 1 million euro in building the laboratory, donors (namely EU) invested over 0.5 M€ in equipment and also provided technical support through twinning projects in building laboratory management capacities and quality control.

3.3 Results:

- 1-GAP analysis for Food Safety Laboratory Completed, including recommendation for further development;
- 2-Identified list of food tests and food analysis to be implemented by the Kosovo Food Laboratory by the end of the project is prepared and implemented;
- 3-technical specifications and price quotations for the missing equipment in the food safety laboratory is delivered;
- 4-Training programme implemented;
- 5-Proficiency testing programme implemented;
- 6-File for preparation for accreditation is prepared.

3.4 Activities

The proposal made by the MS should include the activities they propose to achieve the results listed in the fiche. The following list of activities is indicative:

- 1-Review available equipment in place, human resources and educational background;*
- 2-Develop list of food tests and food analysis that can be carried out with the equipment already available in the Kosovo Food Laboratory (particular focus on tests and analysis related to veterinary drugs and residues as per EU legislation);*
- 3-Present list of missing equipment and cost estimate for purchase of the equipment;*
- 4-Prepare training program and training schedule for the staff working in Food Laboratory;*
- 5-Implement training program for food safety laboratory, including organization of proficiency testing as needed;*
- 6-Necessary preparation for accreditation is completed.*

3.5 Means/ Input from the MS Partner Administration:

3.5.1 Profile and tasks of the Project Leader

As stipulated in the twinning manual, Project leader is expected to be high-ranking official in MS, responsible for institutional management of services that include food safety laboratory. The MS Project Leader is expected to direct the implementation of the project. Project leader among other is responsible to ensure close co-operation and the overall steering and co-ordination of the project.

- University level education or equivalent professional experience of minimum 10 years in the field of Food Safety, Veterinary or relevant fields
- Minimum 3 years of professional experience in laboratory management
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5
- Experience in project management
- Working level of English language
- Computer literacy

Assets:

- Experience in coordination activities among different institutional stakeholders
- Experience in institutional capacity building

Tasks of the Project Leader

- Overall responsibility, coordination and direction of the MS TW partner inputs
- Ensuring backstopping and financial management of the project in the MS
- Supervising and coordinating implementation of the project
- Mobilization of the short-term experts
- Project reporting
- Close cooperation with beneficiary institutions
- Participation in Steering Committee meetings.

3.5.2 Profile and tasks of the RTA

RTA is expected to have the necessary educational background related to the areas covered by this fiche, namely Veterinary, Food technology, Microbiology, Chemistry or related fields and the necessary years of working experience (as per twinning manual) in managing/working in the Food Testing Laboratories in EU Member States.

RTA Profile:

- A University Degree in Food Safety, Veterinary Medicine, Microbiology or other relevant area to the sector or 10 years of equivalent professional experience
- At least 5 years of work experience in the Laboratories. Managerial position will be considered as an advantage
- A minimum of 3 years professional experience in the development and/or strengthening of Food Testing Laboratories
- Fluency in both written and spoken English

Tasks of the Resident Twining Adviser:

- Support and coordination of all activities in the BC
- Day to day management of the project
- Advising on EU policies and best practices, related legislation and regulations
- Coordination of the short-term experts activities for both components
- Monitoring project implementation and proposing corrective management actions, if required
- Organization of visibility events (kick-off, final event and thematic events)
- Networking with stakeholders of the project in Kosovo and in MS.

The duration of the RTA secondment is 24 months.

3.5.3 Profile and tasks of the short-term experts:

Short-term experts with experience and competence matching the project components should have relevant university degree, or professional experience in the relevant field, experience with on-the-job-training and knowledge transfer, fluency in English, computer skills and ability to work in team.

Considering very technical nature of the assignments, there is no specific requirement with regards to educational background of the deployed short term experts, however, among other, proposed experts should have the following technical experience;

3 years of practical experience in working in the food testing laboratory-microbiology;

3 years of practical experience in working in the food testing laboratory- Chemistry;

3 years of practical experience in working in the food testing laboratory-drug and residue testing;

3 years of practical experience in working in the food testing laboratory-contaminant identification;

3 years of practical experience in working in the food testing laboratory-food allergens;

3 years of practical experience in working in the food testing laboratory-natural toxins;

3 years of practical experience in working in the food testing laboratory-quality control;

3 years of practical experience in working in the food testing laboratory-document and

processes management;

4. Institutional Framework

Institution responsible for this twinning project is Kosovo Food and Veterinary Agency-Food Laboratory Section.

Results of the project will not lead to a change of the institutional framework however it will significantly strengthen the role of Kosovo Food and Veterinary Agency in the area of Food Control and Food Testing.

5. Budget

<i>Title: Support to Kosovo Food and Veterinary Laboratory</i>	IPA Contribution
Twinning Contract	100%
	700,000.00 €

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting

The European Union Office in Kosovo will manage the procurement, implementation, quality control, reporting and coordination with other donors. A Project Steering Committee will be responsible for the overall direction of the project and comprise of representatives from the beneficiary institutions and the EU Office. Monitoring will be performed centrally by the European Commission. The project may be evaluated at the interim or ex-post stages under the supervision of the Commission's Evaluation Unit. The project may be audited by the Court of Auditors in line with the standard European Commission procedures.

6.2 Main counterpart in the BC :

BC Project Leader

Mr. Valdet Gjinovci, PhD
Chief Executive Officer
Food and Veterinary Agency
Government of Kosovo

RTA counterpart:

Mr. Xhemajl Dervishi
Chief Food and Veterinary Laboratory

6.3 Contracts

One twinning contract with the overall value of 0.7 million euro.

*Please note that the awarding of the twinning contract is subject to the conclusion of a financing agreement **between the European Commission and the Government of Kosovo** for the Annual Action Program for 2014, which does not modify the elements of the twinning procedure. If the precedent condition is not met, the contracting authority will cancel the call for proposal without the candidates*

being entitled to claim any compensation.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals

December 2014

7.2 Start of project activities

September 2015

7.3 Project completion

September 2017

7.4 Duration of the execution period

24 months

8. Sustainability

Proposed measures to be implemented through this project have two fold importance, 1-ensure protection of public health through provision of safe food and of the appropriate quality and 2-set up preconditions for the access of Kosovo's agri-food producers and processors to the markets in the region and EU which directly influences income generation and employment.

The achievements of a Twinning project (mandatory results) should be maintained as a permanent asset to the Beneficiary administration even after the end of the Twinning project implementation. This presupposes inter alia that effective mechanisms are put in place by the Beneficiary administration to disseminate and consolidate the results of the project.

9. Crosscutting issues

The project is of a very technical nature and as such does not have a major impact on environment. However, there a few issues which will be addressed by the project and which have indirect impact on the environment. Those are mostly related to handling of animal by-products from the Agri- food processing industry; implementation of Good Agriculture Practice which among other include controlled use of pesticides and other chemicals; advice in managing of organic fertilizers, use of environmentally sound farming techniques etc.

Environment and climate change (and if relevant disaster resilience)

Environmental considerations will be duly reflected in all IPA-financed activities and disaster resilience and risk prevention and management should be integrated in the planning, preparation and implementation of projects.

Engagement with civil society (and if relevant other non-state stakeholders)

Kosovo Chamber of Veterinarians, Agri Food producer associations, Livestock Breeding associations will have important role on implementation of the action. Their participation in the project working groups is indispensable. It is foreseen as much as possible to have them not only as trainees but also use them as trainers during the project implementation. Representatives from those associations will be part of steering committee.

Equal opportunities and gender mainstreaming

Equal opportunities and non-discrimination against women, minority and vulnerable groups (including children, disabled and elderly people) will be taken into consideration in all aspects of EU-funded activities, particularly in relation to public services, legislative matters and socio-economic support programmes.

Proposed project will also provide an opportunity for the qualified woman to get involved in the activities which are traditionally done by man e.g. Inspection services, auditing of food processing plants etc.

In this regards woman will be particularly encouraged to attend training programmes and they will also have an advantage under training of trainer's scheme and leadership role in the functioning of regional office of the Kosovo Food and Veterinary Agency.

MINORITIES AND VULNERABLE GROUPS

Project will be implemented in the entire Kosovo and specific implementation arrangements shall be put in place for the minority's areas.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)

Annex 1: Logical framework

OVERALL OBJECTIVE	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	SOURCES OF VERIFICATION	
<p>Increase Laboratory capacities in implementation of national food safety control programme and National drug and residue control plan</p>	<p>Increased consumption of domestic products; Decrease in the number of food borne illnesses; Access to regional and EU market for specified products; Reliable and validated methods for food testing and drug and residue testing.</p>	<p>FVO assessment report on drug and residue monitoring; Number of reported food borne illnesses before and after the action including number of consumer complaints; Number of new validated tests and analysis performed by the food and veterinary laboratory; Testing for drug and residue monitoring plan is performed entirely by FVL and not outsourced. National Annual Control Plan Annual report of Food Safety Laboratory</p>	
SPECIFIC OBJECTIVE	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	SOURCES OF VERIFICATION	ASSUMPTIONS

<p>Ensure uniform implementation of legal framework on Food Safety in accordance with EU rules and regulations as well as EU best practices;</p> <p>Support Kosovo Food and Veterinary Laboratory in increasing the range of services provided, including development and validation of existing and new tests as well as preparation for international accreditation.</p>	<p>Drug and residue monitoring programme approved by relevant DG of the EU commission and implemented according to FVO recommendations.</p> <p>Food and Veterinary Laboratory, among other are performing tests required for the implementation of drug and residue monitoring programme.</p> <p>Validated methods are in place and preparatory work for the international accreditation is being carried out.</p>	<p>FVO mission report.</p> <p>Number of new tests introduced and methods validated.</p> <p>Applications for international accreditation for specified tests and methods.</p>	<p>BC and RTA Counterpart are fully involved in the implementation of the project.</p> <p>Technical staff working in the laboratory is committed and not subject to turnover in case of political changes.</p>
<p>RESULTS</p>	<p>OBJECTIVELY VERIFIABLE INDICATORS (OVI)</p>	<p>SOURCES OF VERIFICATION</p>	<p>ASSUMPTIONS</p>
<p>1-GAP analysis for Food Safety Laboratory Completed, including recommendation for further development;</p> <p>2-Identified list of food tests and food analysis to be implemented by the Kosovo Food Laboratory by the end of the project is prepared and implemented;</p> <p>3-technical specifications and price quotations for the missing equipment in the food safety laboratory is delivered ;</p> <p>4-Training programme implemented;</p> <p>5-Proficiency testing programme implemented;</p> <p>6-File for preparation for accreditation is prepared</p>	<p>Application for accreditation;</p> <p>List of validated tests and methods;</p> <p>Increased staff competences</p>	<p>KVFA annual report on work of the Laboratories;</p> <p>Twinning project reports;</p> <p>FVO assessment report on Drug and Residue Monitoring plan</p>	<p>KVFA provides necessary human resources and requested kits, reagents and samples to perform the necessary tests.</p>

ACTIVITIES	MEANS	OVERALL COST	ASSUMPTIONS
<ul style="list-style-type: none"> • Assessment of the current capacities of the FVL including human resources and equipment; • Prepare list of tests carried out at present and those missing for the food safety part; • Define training needs for the missing tests; • Preform training FVL staff in the execution of those tests with the validated methods; • Present criteria for the international accreditation of the FVL and define work plan for achieving it; • Prepare application for international accreditation. 	Twinning contract	0.7 M Euro	<p>FVL staff provides requested information on available equipment and list of missing tests.</p> <p>Sufficient budget is allocated to enable preparation for accreditation.</p>