

**Terms of Reference**

 **Legislative Consultant for CBRN CoE Project 53**

**‘STRENGTHENING THE NATIONAL LEGAL FRAMEWORK ON BIO-SAFETY AND BIO-SECURITY IN THE REPUBLIC OF KAZAKHSTAN’**

**Summary of Scope:**

1.1 The CONSULTANT is to provide legislative assistance to the ISTC, the European Union Team of Experts (hereinafter referred to as “EU ToE”) and the Kazakh National Team of Experts (hereinafter referred to as “NTE-KAZ”) staff in implementation of the legislative scope (work package 1) for Kazakhstan of P53, titled “Strengthening the National Legal Framework and Provision of Specialized Training on Bio-Safety and Bio-Security in Central Asian Countries”.

**Context:**

* 1. In December 2015, the European Union and ISTC signed a Delegation Agreement, titled STRENGTHENING THE NATIONAL LEGAL FRAMEWORK AND PROVISION OF SPECIALIZED TRAINING ON BIO-SAFETY AND BIO-SECURITY IN CENTRAL ASIAN COUNTRIES (EU CBRN CoE Project 53), for a duration of 36 months (December 2015 – December 2018), from here on referred to as the ‘P53’.
	2. P53 is funded by the European Union (EU) under the EU Chemical Biological Radiological and Nuclear Risk Mitigation Centres of Excellence Initiative (EU CBRN CoE);
	3. The specific objectives of P53 are:
		1. Raise awareness and promote collaboration regarding the biosafety, biosecurity, emergency response and incident management issues among the national stakeholders, such as Ministry of Health, Ministry of Agriculture, Ministry of Science and Technology, Ministry of Education, Ministry of Interior, Ministry of Trade and Economic Development etc. Reduce proliferation risks through the advancement and promotion of safe and responsible conduct in the field of biological sciences.
		2. **Provide support for strengthening of the national legal systems addressing biosafety and biosecurity, through the provision of legal support in drafting specific documents (e.g. strategies, agreements, protocols, guidelines associated with personnel training, laboratory standardisation, incident response). Reinforce biological non-proliferation principles, practices and instruments through communication with the national legal processes.**
		3. Build an inventory/catalogue of available facilities, resources, capabilities and capacities in the participating countries to assess existing laboratory quality management and training packages, identify critical training requirements and collaborations during the project, and improve sustainability thereafter.
		4. Develop and implement a regional, harmonised and sustainable training system for Biosafety and Biosecurity practitioners. This may include improvements of national curricula and teaching methods in Research Institutes, Universities and other education levels, and, 'Train the Trainer' activities using activity based learning and e-learning tools.
	4. P53 is implemented to the benefit of the non-EU country members Afghanistan, Kyrgyzstan, **Kazakhstan**, Mongolia, Pakistan, Tajikistan and Uzbekistan.
	5. Implementation of P53 is broken down into 7 Work Packages (WP’s), with WP1 being relevant to this Statement of Work:

**WP1: Assessment and revision of national legislations and best practices in the area of biosafety and biosecurity, and, harmonization with the appropriate international regulations such as International Health Regulations (IHR), Biological and Toxin Weapons Convention (BTWC) and Codex Alimentarius including the area of regional emergency response with the aim of coming to a "One Health" system. (0-36 months)**

WP2: Organization and delivery of national and regional awareness-raising events to sensitize political and executive bodies from the participating countries to biosafety and biosecurity issues. (2-8 months)

WP3: Generate a catalogue of the existing national and regional training capabilities and resources (0-12 month)

WP4: Generate a catalogue of facilities dealing with bio-hazardous materials to target training in each participating country and procurement of biosafety and biosecurity equipment and consumables (0-24 month)

WP 5: Train the Trainers activities and other educational events to introduce the “biosafety biosecurity culture") (10-24 month).

WP 6: Train technical, scientific and other professionals involved in biosecurity and biosafety (18-34 month)

WP 7: Strengthen and formalise regional cooperation and harmonise the integration of delivered training programs within existing national and educational programs, notably at the level of Universities, Research Institutes etc (24-34 month)

* 1. The focus of this Statement of Work is on the 2nd objective of P53 (article 2.2.2), for the Republic of Kazakhstan, which will be implemented under Work Package 1.

**Scope of CONSULTANT’s work:**

1. CONSULTANT is fluent in both Russian and English;
2. P53, including Work Package 1, is implemented in cooperation between an EU Team of Experts (for WP-1 this is led by the organization VERTIC) and a National Team of Experts (NTE) – Kazakhstan, of which the CONSULTANT will be a part;
3. CONSULTANT will conduct most of the work that is expected of the NTE-Kazakhstan for Work Package 1;
4. CONSULTANT will coordinate his/her work with the NTE-Kazakhstan and VERTIC for Work Package 1, in coordination meetings, email exchanges, skype meetings, etc.;
5. Implementation of work package 1 is broken down into five Tasks, which are listed in Annex 1-A. Each task is broken down into further sub-task that either need to be performed by CONSULTANT or VERTIC. For each Task, deliverables of the CONSULTANT are listed;
6. A tentative schedule (Annex 1-B) is provided as an indication on when certain work package 1 tasks need to be implemented and completed;
7. In summary, local legislation will be analyzed by the CONSULTANT using assessment tools developed by VERTIC for the BWC, IHR and Codex Alimentarius. Experts from VERTIC will support this assessment by CONSULTANT and provide feedback were needed;
8. After the assessments have been performed, a summary report will be formulated for each of the three assessments by CONSULTANT;
9. Based on these three assessments CONSULTANT will formulate legislative recommendations, with input from VERTIC representatives;
10. VERTIC will provide a draft report for the local and regional emergency planning (CAP, CIMIC). CONSULTANT will provide feedback on Kazakh specific report and suggestions on how to move forward on regional emergency planning;
11. CONSULTANT will contact, coordinate with relevant official contacts in Kazakh Ministries or Governmental Agencies to coordinate implementation of work package 1. As well as, reach out and coordinate with relevant, local representatives from international organizations (such as, but not limited to: WHO, FAO, OSCE, etc.)
12. CONSULTANT will report on monthly basis to the ISTC on the progress made on the implementation of the five Tasks under work package 1, see template report in Annex 1-C.
13. CONSULTANT will prepare final report (see Annex 1-C for template) lists of used literature and sources, table of persons contacted with their contact information, and recommendations.
14. Pending agreement from the P53 National Coordinator for Kazakhstan, CONSULTANT presents results of WP1 implementation and engage in discussions at P53 Regional Meetings (funding for travel will be provided outside of this contract).

**ANNEX 1-A**

**Task tables to be implemented by CONSULTANT and EU Team of Experts (VERTIC)**

***Task 1 Assessment of Local Legislation in Comparison to the Bio-Weapon Convention.***

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| **Task description and main milestones** |
| **1.1** As part of this Task 1 the CONSULTANT identifies, contacts, and coordinates this work with the official Kazakh national contact point for BWC implementation.**1.21** VERTIC provides BWC survey templates to NTE-Kazakhstan (including CONSULTANT) with explanation on how to proceed with BWC surveys during email and teleconference calls**1.3** CONSULTANT identifies laws/regulations that are missing or no longer in force for their BWC surveys**1.4** CONSULTANT verifies the accuracy of laws and regulations still in force in the BWC survey**1.5** CONSULTANT updates the BWC surveys (adding new laws regulations, removing legislation no longer in force, making adjustments to existing legislation in survey to ensure accuracy)**1.6** VERTIC reviews and comments on revised BWC surveys**1.7** CONSULTANT finalises BWC surveys based on VERTIC comments**1.8** CONSULTANT prepares BWC survey overviews**1.9** VERTIC reviews and comments on BWC survey overviews**1.10** CONSULTANT finalises BWC survey overviews based on VERTIC comments**1.11** Pending agreement by Kazakh P53 National Coordinator, CONSULTANT present report on BWC surveys for Kazakhstan at a P53 Regional Meeting, October/November 2018. |
| **Description of deliverables by CONSULTANT** |
| D1.1 | List of local laws/regulations relevant to the Bio-Weapon Convention |
| D1.2 | Filled out, finalized, and coordinated BWC survey  |
| D1.3 | Finalized, coordinated BWC survey overview |

***Task 2 Assessment of Local Legislation in Comparison to the International Health Regulation, with respect to Biosafety and Biosecurity.***

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| **Task description and main milestones** |
| **2.1** As part of this Task 2 the CONSULTANT identifies, contacts, and coordinates this work with the official Kazakh national contact point for IHR implementation, as well as with local World Health Organization representatives in Kazakhstan when necessary.**2.5** VERTIC provides IHR survey tool to NTE (including CONSULTANT) with explanation on how to proceed with IHR surveys during email and teleconference calls.**2.6** CONSULTANT identifies laws and regulations relevant to IHR implementation**2.7** CONSULTANT populates IHR survey tool with relevant laws and regulations**2.8** VERTIC reviews and comments on IHR surveys**2.9** CONSULTANT revises IHR surveys based on VERTIC comments**2.10** CONSULTANT prepares IHR survey overviews**2.11** VERTIC reviews and comments on IHR survey overviews**2.12** CONSULTANT finalises IHR survey overviews based on VERTIC comments**2.13** Pending agreement by Kazakh P53 National Coordinator, CONSULTANT present report on IHR surveys for Kazakhstan at a P53 Regional Meeting, October/November 2018. |
| **Description of deliverables by CONSULTANT** |
| D2.1 | List of local laws/regulations relevant to the International Health Regulations implementation |
| D2.2 | Filled out, finalized, and coordinated IHR survey tool |
| D2.3 | Finalized, coordinated IHR survey overview |

***Task 3 Assessment of Local Legislation in Comparison to the Codex Alimentarius, with respect to Biosafety and Biosecurity.***

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| **Task description and main milestones** |
| **3.1** As part of this Task 2 the CONSULTANT identifies, contacts, and coordinates this work with the official Kazakh national contact point for *Codex Alimentarius* implementation**3.2** VERTIC provides *Codex* matrix tool to NTE (including CONSULTANT) with explanation on how to proceed during email and teleconference calls.**3.3** CONSULTANT identifies laws and regulations relevant to *Codex* implementation**3.4** CONSULTANT populates *Codex* matrix tool with relevant laws and regulations**3.5** VERTIC reviews and comments on *Codex* matrixes**3.6** CONSULTANT revises *Codex* matrixes based on VERTIC comments**3.7** CONSULTANT prepares *Codex* matrix overviews**3.8** VERTIC reviews and comments on *Codex* matrix overviews**3.9** CONSULTANT finalises *Codex* matrix overviews based on VERTIC comments **3.10** Pending agreement by Kazakh P53 National Coordinator, CONSULTANT present report on *Codex* matrixes and surveys for Kazakhstan at a P53 Regional Meeting, October/November 2018. |
| **Description of deliverables by CONSULTANT** |
| D3.1 | List of local laws/regulations relevant to the *Codex Alimentarius* implementation, in respect to biosafety and biosecurity |
| D3.2 | Filled out, finalized, and coordinated *Codex Alimentarius* matrix tool |
| D3.3 | Finalized, coordinated *Codex Alimentarius* matrix overview |

***Task 4 Recommendation to Harmonize Local Legislation in accordance to the Bio-Weapons Convention, International Health Regulations, and Codex Alimentarius, with respect to Biosafety and Biosecurity.***

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| **Task description and main milestones** |
| **4.1** VERTIC to prepare a report concerning national and regional strategies based on the legislative improvement recommendations**4.2** CONSULTANT to review and comment on the report**4.3** VERTIC to revise and finalise the report based on NTE (including CONSULTANT) comments |
| **Description of deliverables by CONSULTANT** |
| D4.1 | List of comments by CONSULTANT on recommendations prepared VERTIC |

***Task 5 Preparations Common Alert Protocol and Civil Military Cooperation***

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| **Task description and main milestones** |
| **5.1** VERTIC to prepare report proposing regional emergency intervention schemes focusing on biological events: Common Alert Protocol (CAP) and Civil Military Cooperation (CIMIC).**5.2** CONSULTANT provides feedback on the draft CAP and CIMIC report prepared by VERTIC.**5.3** VERTIC finalises CAP and CIMIC report based on NTE (including CONSULTANT) feedback.**5.4** Based on discussions between VERTIC and NTE (including CONSULTANT) a path forward will be formulated on regional cooperation between participating countries on CAP/CIMIC emergency planning issues. |
| **Description of deliverables by CONSULTANT** |
| D5.1 | List of comments by CONSULTANT on the CAP-CIMIC draft report prepared by VERTIC. |
| D5.2 | Feedback on path forward plan on implementation of recommendations in the CAP and CIMIC report from Kazakh perspective. |

**ANNEX 1-B**

**P53 Work Package 1 Technical Schedule**

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|  | **Dec’16 – Dec’17** | **2018** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **Task 1- Assessment of Local Legislation in Comparison to the Bio-Weapon Convention** |
| **1.1** VERTIC sends BWC survey to NTE |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2** CONSULTANT identifies laws/regulations for their BWC surveys |  |  | D1.1 |  |  |  |  |  |  |  |  |  |  |
| **1.3** CONSULTANT verifies the accuracy of laws and regulations still in force in the BWC survey |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.4** CONSULTANT updates the BWC surveys  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.5** VERTIC reviews revised BWC surveys |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.6** CONSULTANT finalises BWC surveys  |  |  |  |  | D1.2 |  |  |  |  |  |  |  |  |
| **1.7** CONSULTANT prepares BWC survey overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.8** VERTIC reviews BWC survey overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.9** CONSULTANT finalises BWC survey overviews  |  |  |  |  |  | D1.3 |  |  |  |  |  |  |  |

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|  | **Dec’16 – Jul’17** | **2017** | **2018** |
|  | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **Task 2 - Assessment of Local Legislation in Comparison to the International Health Regulation, with respect to Biosafety and Biosecurity** |
| **2.1** VERTIC develops survey tool for IHR |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.5** CONSULTANT identifies laws and regulations relevant to IHR implementation |  |  |  |  |  | D2.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.6** CONSULTANT populates IHR survey tool |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.7** VERTIC reviews IHR surveys |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.8** CONSULTANT revises IHR surveys based on feedback from VERTIC |  |  |  |  |  |  |  |  |  |  |  |  |  | D2.3 |  |  |  |  |
| **2.9** CONSULTANT prepares IHR survey overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.10** VERTIC reviews IHR survey overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.11** CONSULTANT finalises IHR survey overviews  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D2.4 |  |

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|  | **Dec’16 – Jul’17** | **2017** | **2018** |
|  | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **Task 3 - Assessment of Local Legislation in Comparison to the Codex Alimentarius, with respect to Biosafety and Biosecurity** |
| **3.1** VERTIC develops matrix tool for *Codex Alimentarius* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.2** VERTIC seeks FAO feedback on *Codex* matrix tool |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.3** VERTIC seeks CONSULTANT feedback on *Codex* matrix tool |  | D3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.4** VERTIC finalises *Codex* matrix tool and submits to NTE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.5** CONSULTANT identifies laws and regulations relevant to *Codex* implementation |  |  |  |  |  | D3.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.6** CONSULTANT populates *Codex* matrix tool |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.7** VERTIC reviews *Codex* matrixes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.8** CONSULTANT revises *Codex* matrixes  |  |  |  |  |  |  |  |  |  |  |  |  |  | D3.3 |  |  |  |  |
| **3.9** CONSULTANT prepares *Codex* matrix overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.10** VERTIC reviews *Codex* matrix overviews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.11** CONSULTANT finalises *Codex* matrix overviews  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D3.4 |  |

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|  | **Dec’16 – Jul’17** | **2017** | **2018** |
|  | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **Task 4 - Recommendation to Harmonize Local Legislation in accordance to the Bio-Weapons Convention, International Health Regulations, and Codex Alimentarius, with respect to Biosafety and Biosecurity** |
| **4.1** VERTIC to prepare report on national and regional strategies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.2** CONSULTANT to reviews and comment on the report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D4.1 |  |
| **4.3** VERTIC finalise the report based on CONSULTANT comments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 5 - Preparations Common Alert Protocol and Civil Military Cooperation** |
| **5.1** VERTIC to prepare report proposing regional emergency intervention schemes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2 CONSULTANT provides feedback on the draft CAP and CIMIC report prepared by VERTIC |  |  |  |  |  |  | D5.1 |  |  |  |  |  |  |  |  |  |  |  |
| 5.3 VERTIC finalises CAP and CIMIC report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.4 Path forward will be formulated by NTEs of P53 participating countries (including CONSULTANT) |  |  |  |  |  |  |  |  | D5.2 |  |  |  |  |  |  |  |  |  |

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|  | Tasks to be conducted by EU Team of Experts (VERTIC) |
|  | Tasks to be conducted by CONSULTANT |

**Annex 1-C**

**Template Monthly and Final Report**

Introduction

Table of Content

List of Acronyms

Summary of results:

1. Description of activities and outputs of the Task 1
2. Description of activities and outputs of the Task 2
3. Description of activities and outputs of the Task 3
4. Description of activities and outputs of the Task 4
5. Description of activities and outputs of the Task 5

Conclusions

Recommendations

ANNEX A: List of meetings with NTE-KAZ, with list of participants, identification of the organization, position and contact details, and issues discussed;

ANNEX B, C, D, etc: Deliverables achieved as under Annex 1-B