

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)

Project ID No. P170185

Assignment Title:

- **Administrative Assistant (full-time individual consultant), Reference No. SER-SAIGE-IC-CS-22-33**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

Objectives of Engagement:

The Administrative Assistant will provide administrative and logistical support within the SAIGE Project in order to support Project Implementation Unit (PIU) activities.

Scope of work:

The following are the specific tasks and responsibilities of the Administrative Assistant:

1. Providing administrative assistance to PIU related to Subcomponent 1.2: RDI Reforms, in particular to the activities in connection with the implementation of PIU support to the RDIs under transformation;
2. Administrative support in maintaining records on the Requests for Payments of the RDIs, preparation of payments and supporting documents, and assisting in collecting related reports and maintaining records of supporting documents;
3. Administrative support to procurement and import of goods specific to Subcomponent 1.2: RDI Reforms and required for RDIs undergoing transformation;
4. Assist in maintaining clear and, depending of confidentiality, accessible database of all incoming and outgoing documentation for Subcomponent 1.2: RDI Reforms and safekeeping of PIU files and filing system;
5. Assist in logistical arrangements and preparation of trainings, workshops, conferences, and seminars, related to the Subcomponent 1.2: RDI Reforms and Component 3 of the Project;
6. Assist in administrative aspects related to the organization of the EDP process under the Smart Specialization Strategy, including logistical support;

7. Providing administrative and logistical support for efficient day-to-day functioning of PIU in overall Project implementation;
8. Other tasks related to the Project at the request of the PIU Manager.

Timeframe and Duration

The Administrative Assistant will be engaged on a full-time basis for the duration of the Project with a probation period of 6 months. The current Closing Date of the Project is September 30, 2024.

Required qualifications:

- Degree in business administration, public administration, or equivalent (at least first-level degree obtained upon completion of three-year study programme, 180 ECTS, vocational or academic);
- Additional education in public policies, public finances and trainings in accounting;
- Knowledge of the applicable Republic of Serbia laws, regulations and standards in public financials and budget system of the Republic of Serbia;
- Knowledge of the applicable Republic of Serbia laws, regulations and standards in accounting and tax and customs regulations;
- Minimum 5 years of relevant professional experience in administrative procedures in both public and private sectors;
- Experience in finance, accounting and business administration in both public and private sectors;
- Experience in co-operation between officials of the Government and other public authorities;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills;
- Advanced computer skills, including excellent command of Microsoft Office tools (Word, Excel, Power Point).

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

- General Experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the *World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016,*

revised November 2017 and August 2018) (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as set out in the Regulations.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the email below, by **June 14, 2022, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter (name and reference number of the assignment to be indicated in the email)** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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