

# **Serbia Accelerating Innovation and Growth Entrepreneurship Project**

## **PIU Liaison Officer (Part-time)**

### **Terms of Reference**

#### **1. Background**

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project** (Project) to support the strengthening of the Serbian Innovation and Entrepreneurship ecosystem. The main objective of the Project is to improve (i) the relevance and excellence of scientific research; and (ii) innovative entrepreneurship and access to finance for enterprise growth, as a way of contributing to Serbia's growth and competitiveness. The European Union Instrument for Pre-accession Assistance (IPA-II) is also providing complimentary financing support for the SAIGE Project. The Project includes the following three components:

Component 1: Research Sector Reforms

Component 2: Enterprise Acceleration

Component 3: Project Implementation, Monitoring, Capacity Building

The Ministry of Education, Science and Technological Development (MoESTD) until October 2022 was responsible for the overall Project coordination and implementation and execution of Component 1.2 RDI Reforms. After the April 2022 elections, a new line ministry – Ministry of Science, Technological Development and Innovation (NITRA, hereinafter: the Client) has been tasked (in October 2022) as the successor, with the overall Project coordination and implementation. The Project is coordinated (and implemented) by the Project Implementation Unit (PIU) at the Client comprising a PIU manager, project officers for the three Project components, experts for environmental and social standards, M&E and RDI transformation officers, and other technical and administrative staff.

#### **2. Objectives of Engagement**

The objective of the PIU Liaison Officer (hereinafter: the Consultant) engagement is to coordinate with the CFU on project-specific procurement matters and efficiently support the PIU in conducting procurement-related activities as a result of such coordination, as well as ensure the Project's timely implementation in this regard. The Consultant will also assist the PIU Project Manager and three Project Officers to foster and ensure complete coordination on procurement issues between the PIU, Client, Central Fiduciary Unit of the Ministry of Finance (CFU), and the participating institutions (SF and IF), including support to RDIs-related activities.

This includes ensuring the execution of the Project's Procurement Plan, enabling timely reporting acceptable to the World Bank, assisting in working on any modifications to the Project documents, participating in the preparation of annual reports, and cooperating with the World Bank team in the course of regular missions.

The Consultant will conduct the work in line with the relevant Project documents including the Loan Agreement (LA), Subsidiary Agreements, Project Appraisal Document (PAD), Project

Operations Manual (POM), Environmental and Social Management Framework, and Stakeholder Engagement plan.

### **3. Scope of Work**

Following are the specific tasks and responsibilities of the Consultant:

1. Provide PIU members with necessary assistance in regards to launching tenders (assistance in the preparation of technical specification, providing approval of CFU for launching tenders where needed) mainly under Sub-component 1.2 and 3;
2. Day-to-day communication with the CFU related to procurement procedures of the Client in order to facilitate these types of activities and solve any potential procurement issues;
3. Support the IF and SF in efficient implementation of operational and procurement-related tasks when needed;
4. Preparation, updating and submission of documents which are preconditions for procurement and other project activities under Components 1, 2 and 3;
5. Support RDIs in their capacity-building activities including in managing and reporting on their procurement activities, including those related to technology transfer and infrastructure components funded under the Project, including ToRs, instructions and templates for RDIs to comply with all relevant project procedures fully;
6. Regular updating and preparation of project procurement plan;
7. Assist in the preparation of documents related to operating costs;
8. Participate in the World Bank's missions and meetings, jointly with the PIU team;
9. Field visits for the purpose of monitoring of procured goods delivery, at the final destination;
10. Perform other operational duties in support of Project implementation as required by the PIU Project Manager.

The Consultant will be based at the Client's premises within the PIU. The Consultant will provide his/her work on-site when needed and required by the PIU Project Manager.

The Client will provide the requisite office space and access to all relevant documents.

### **4. Experience and Qualifications**

The candidate suitable for this position should have the following qualifications:

- University degree (minimum Bachelor degree) in law, economy, finance or similar;
- At least 5 years of professional experience in similar positions;
- At least 5 years of working experience under projects financed/administrated by external donors and/or international organizations;
- Knowledge of the World Bank's administrative procedures and policies (including operations, procurement, and reporting) will be considered as an advantage;
- High level of spoken and written English;

- Advanced communication, data analysis and computer skills;
- Demonstrated ability to work in a team and with tight deadlines;

Selection criteria:

The candidates will be evaluated by applying the following evaluation criteria:

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

## **5. Timeframe and Duration**

The Consultant will be engaged on a part-time basis with a probation period of one month. The Contract duration is five months with the possibility of extension subject to the project extension. The expected initial time effort for the assignment is up to 10 working days (i.e. 80 hours) per month.

The Consultant agrees to be engaged in no more than 48 hours per week cumulatively for this assignment plus any additional assignments/contracts.

The engagement will be subject to appropriate extension based on the Project needs, potential Project extension, and performance of the candidate.

## **6. Reporting Requirements**

The Consultant will work under the supervision of the PIU Project Manager/NITRA Project Officer to whom he/she directly reports.

The Consultant should prepare monthly activity reports (timesheets) in which he/she will summarize key issues and emerging and day-to-day tasks undertaken. In addition, the Consultant will prepare progress and ad hoc reports and documents when required by the Project. These reports will be provided on paper (when necessary) and electronically in the English/Serbian language.

Each monthly timesheet must be first approved by the PIU Project Manager/NITRA Project Officer.

## **7. Terms of Payment**

The contract, in the form of the Standard World Bank Time-Based Contract for Small Assignments, will be entered into between the Consultant and the Client. Payment for services rendered will be made monthly.

## **8. Confidentiality and Conflict of Interest**

The Consultant will comply with maintaining confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.