

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:

- **Ministry of Science, Technological Development and Innovation (NITRA)
Junior Associate (full-time individual consultant), Reference No. SER-SAIGE-
IC-CS-23-45**

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 main objective of this assignment is to streamline the document processing exchanged between the NITRA and Project Implementation Unit (PIU) for faster and more efficient obtaining of approvals and payment processing under the Project.

Scope of work:

- Providing administrative assistance to PIU related to the general and financial administration of the Project documents which is exchanged between the NITRA and PIU;
- Assistance to NITRA financial department in processing the Requests for Payments/Payment Orders (receiving documentation, collecting signatories, facilitate payment processing, sending back signed documents to PIU) and supporting documents under the Project and maintaining records of supporting documents;
- Providing administrative and logistical support for efficient day-to-day administrative functioning between NITRA and PIU with regard to documents processing;
- Assist in making an accessible database of all incoming and outgoing financial documentation for the PIU;
- Assist PIU and NITRA in preparation of the documents for: Tax Administration, National Bank of Serbia, Ministry of Finance – Treasury Department, and other relevant institutions;

- Organize archives and book-keeping of documentation relevant to the Project in NITRA;
- Reception of Project documents to be processed by NITRA;
- Participate in online meetings with NITRA/PIU and the World Bank team, when required, complemented with in-person visits, as needed;
- Other tasks related to the Project at the request of the PIU Manager and Finance and Grant Officer.

Timeframe and Duration

NITRA Junior Associate will be engaged on a full-time basis for the duration of the Project with a probation period of 3 months. The current Closing Date of the Project is September 30, 2024. The engagement could be subject to appropriate extension based on the Project need and performance of the candidate. The Consultant shall not have other full or part-time assignment during the engagement under this Contract.

Required qualifications:

- Degree in economics/finance/accounting, or equivalent (at least first-level degree obtained upon completion of three-year study programme, 180 ECTS, vocational or academic);
- Minimum 1 year of working experience in administrative/financial procedures in public or private sectors;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills, detail-oriented;
- Computer skills, including excellent command of Microsoft Office tools (Word, Excel).

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 **March 01, 2023, 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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