

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:

- **PIU Liaison Officer (Part-time), Reference No. SER-SAIGE-IC-CS-24-56**

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 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.

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.

Required 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;

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, August 2018 and November 2020)* (“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 **April 12, 2024, 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**).

Contact:	E-mail:	Address:
To:	ljiljana.krejovic@mfin.gov.rs Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 53 Balkanska St
Cc:	ljiljana.dzuver@mfin.gov.rs	11000 Belgrade, Serbia Tel: (+381 11) 7652652
Cc:	viktor.nedovic@nitra.gov.rs tijana.knezevic@nitra.gov.rs	