

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)

Project ID No. P97230

Assignment Title:

- **NITRA Operations Advisor (Part-time), Reference No. SER-SAIGE-IC-CS-25-73**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship 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 Project. The SAIGE Project Additional Financing which became operational in May 2025, also aims to scale up the ongoing SAIGE activities and to further enhance innovation capacity through better R&D and entrepreneurship in the areas of Artificial Intelligence (AI) and biotechnology, to increase the country’s competitiveness on global markets.

Scope of Work

The Consultant will provide technical support to strengthen NITRA’s capacity in financial management, operations and monitoring of budget and project funds. Building on extensive experience in finance, accounting, and corporate management, the Consultant will focus on identifying bottlenecks and improving processes and operations related to financial planning, reporting within NITRA.

The objective of the Consultant’s engagement is to support and help streamline the finance operations-related aspects of project funds in NITRA and to align them with project outcomes that will improve overall management between NITRA, scientific research organisations, and projects.

Specifically, the Consultant will:

- Review existing NITRA financial operational procedures, reporting flows, and coordination mechanisms within NITRA;
- Identify challenges in the financial planning and operations, cash flow management, and budget execution of funds, and propose practical measures for improvement;
- Assistance to Client in reviewing NITRA financial documents and processing;
- Support the development of internal control mechanisms and standardized reporting templates to ensure transparency and efficiency in fund utilization;
- Provide on-the-job mentoring to NITRA financial staff to strengthen their analytical, budgeting, and financial reporting capacities;

- Contribute to aligning NITRA's financial management practices, ensuring consistency with local finance-related regulations and NITRA project requirements;
- Prepare analytical and financial reports and participate in meetings;
- Ensure smooth implementation and execution of activities and objectives in line with the Client's obligations regarding projects under implementation;
- Enhance overall management between NITRA and Projects;
- Attend meetings and related events at the request of the Client;
- Perform other duties as required by the Project Coordinator and Project Manager.

Timing and Duration

The Consultant will be engaged on a part-time basis until September 30, 2026.

The expected initial time effort for the assignment is up to 10 working days (i.e., 80 hours) per month. The engagement will be subject to appropriate extension based on the Project's needs and the performance of the candidate.

Required experience and qualifications

- Advanced university degree in finance/banking and business management, accounting, or economics.
- At least 10 years of professional experience in finance, accounting, and corporate implementation;
- Experience in budget planning operations and public finances is a strong plus;
- Background with experience in team leadership, business planning, monitoring and market analysis;
- Advanced computer skills, and in particular experience with financial software;
- Working knowledge of English.
- Prior experience in international business environments and experience with donor-funded projects are considered an advantage.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the NITRA <https://nitra.gov.rs/cir/inovacije/projekat-saige>

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 (September 2023)* ("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 **December 12, 2025, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter** 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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