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 Operations Officer (Part-time), Reference No. SER-SAIGE-IC-CS-22-30**

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**:

One of the important operational positions within the Project Implementation Unit (PIU) is the Operations Officer (OO). Generally, he/she will assist the PIU Project Manager with coordinating functions of the PIU, as well as ensuring Project timely implementation.

**Scope of work:**

Following are the specific tasks and responsibilities of the OO:

1. Assisting the PIU Project Manager in managing the implementation of the Project and co-operating with institutions involved in Project implementation to ensure the timely and sound realization of the Project’s activities and adherence to terms and conditions of the Loan Agreement and other documents;

2. Assisting the PIU Project Manager to improve, develop, and implement the Project’s procedures and protocols as established under the Project Operations Manual and ensure adherence to such procedures;

3. Working closely with the PIU Project Manager to carefully review and provide feedback on all reports, queries, and concerns from the participating institutions and private and public administration bodies throughout the implementation of the Project;

4. Support Project officers (PO) in preparation of the procurement documents for the Central Fiduciary Unit (CFU) (ToRs, Evaluation Reports, Contracts, Consultant reports, delivery receipts, etc.), and smooth implementation of project activities under the Components 1 and 2;

5. Serve as a contact point for CFU for conducting procurement procedures for the Ministry of Education, Science and Technological Development (MoESTD) relevant for the Project in order to facilitate these types of activities and solving any potential procurement issues in cooperation with the CFU;

6. Support the IF and SF in efficient implementation of operational and procurement-related procedures when needed;

7. Support PIU in the coordination of procurement-related issues, contracting and implementation of contracts for individual consultants and consulting firms under the Sub-component 1.2 (including support to the implementation of the Smart Specialization Strategy);

8. Assisting the PIU Project Manager in the implementation of the 1.2 RDI Reforms component of the Project

9. 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 fully comply with all relevant project procedures;

10. Participate in the World Bank’s missions and coordination with the external auditors, jointly with the PIU team;

11. Participate in relevant conferences, workshops and training events, as required to fulfill tasked role;

12. Perform other operational duties in support of Project implementation as required by the PIU Project Manager.

The OO will be based at the MoESTD premises within the PIU. OO will provide his/her work on-site.

**Required qualifications:**

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

* University degree (postgraduate academic or professional degree will be considered as an advantage);
* At least 5 years of professional experience in similar positions;
* At least 10 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, 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;
* Organization and coordination skills.

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 25, 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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| **Contact:** | **E–mail:** | **Address:** |
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