

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Local Infrastructure and Institutional Development (LIID) Project

Project ID No. P174251

Assignment Title:

- **Administrative Assistant (full-time individual consultant), Reference No. SER-LIID-IC-CS-23-01**

The Republic of Serbia has received financing in the amount of EUR 265,200,000 equivalent from the World Bank and the Agency Francaise de Development toward the cost of the Serbia Local Infrastructure and Institutional Development (LIID) Project, and intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

Scope of work

Consultant will be responsible for providing administrative support to ensure efficient operation of the Project Implementation Unit (PIU). Supports will be provided through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

The scope of work of the Administrative Assistant shall include, but not be limited to the following:

- Office supplies management, including the bank visibility material;
- Support in preparation of overall management activities for the Project;
- Support in organizing and scheduling meetings and appointments for the Project;
- Support in preparation of documents for meetings and travels for other members of the PIU;
- Draft Minutes of the Meetings;
- Keep up-to-date and prepare for archiving/safeguarding all documentation relevant for Project preparation and implementation;
- Collect and prepare for verification all documents relevant for the Project, with special focus on financial documents and reports;
- Monitor financial transactions of Projects within the PIU;
- Submit and reconcile expense reports with CFU;
- Support Head of PIU in ensuring compliance of all activities within the PIU;
- Support in preparation of regularly scheduled reports;
- Produce and distribute correspondence memos, letters and forms;

- Preparing drafts of internal documents relevant for the Project implementation;
- Monitor PIU expenditures against approved budget;
- Perform other duties in support of Project preparation and implementation as required by the Head of PIU.

Timeframe and Duration

The Consultant is expected to provide full time services for the life of the project, i.e. until November 30, 2028, with a probationary period of six (6) months.

The Consultant shall not have other full or part-time assignment during the engagement under this Contract.

Required qualifications:

- Minimum High School Degree, advanced degree would be considered as an asset;
- At least 5 years of professional experience in similar position;
- Experience in administration, book keeping and archiving;
- Experience in cooperation, correspondence and communication;
- Excellent communication and data manipulation skills;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Knowledge of computer, office software and web-based applications use;
- Ability to function within a team, deliver when working under pressure and within changing circumstances;
- Strong organizational and planning skills;
- Excellent knowledge of written and spoken Serbian and English;
- Prior professional experience with international, regional, or bilateral World Bank and/or other donors-funded projects would be considered an asset;
- Prior working experience with or for public institutions will be considered as an asset.

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:

- Qualifications and Competence relevant to the Assignment (50 Points)

- Specific Experience relevant to the Assignment (50 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 **June 09, 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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