

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

Republic of Serbia

The Western Balkans Trade and Transport Facilitation Project (WBTF)

Project ID No. P162043

Assignment Title:

Individual Consultant (full time) – Financial Associate, Reference No. SER- WBTF-IC-CS-21-19

The International Bank for Reconstruction and Development (IBRD) has granted to the Republic of Serbia (RoS) EUR 35 million loan for The Western Balkans Trade and Transport Facilitation Project (WBTF). WBTF project is a part of a Multiphase Programmatic Approach covering in the first phase Serbia, Albania and North Macedonia supporting a combination of investments, technical assistance and regulatory and institutional reforms. WBTF project aims to support Western Balkans governments to promote deeper economic integration, within the region and the EU by assisting with the implementation of measures aiming at: facilitating cross-border movement of goods, enhancing transport efficiency and predictability and enhancing market access for trade in services and investments.

RoS intends to apply part of the proceeds to payments for consulting services to be procured under this project.

Specific responsibilities of the Financial Associate include but are not limited to the following:

- Participates (after received approval from Head of PIU and CFU Financial specialist) together with Department for Budget and Finance of the MCTI in the preparation and execution of orders for converting funds deposited in the foreign currency account into currency deposited in the Project local currency account;
- Participates in the preparation of MCTI internal order for payments in line with the adopted procedures under the Project;
- Following the received training (if needed) for using the Budget Execution Information System (ISIB), the Financial Associate prepares payments of all immediate liabilities in the relevant MCTI software;
- At the request of the authorized persons in MCTI, prepares financial reports and the Project recording account statements;
- In coordination with CFU Financial specialist participates in the preparation of the Project annual budget as well as the MCTI's Financial Plan that relates to the Project;
- Monitors the spending of funds deposited in individual appropriation accounts and in different spending categories of the MCTI's Project-related Financial Plan, and, if needed, makes sure that the procedures for amending the Financial Plan are timely initiated;
- Delivers Project Local currency account Bank Statements to the CFU in timely manner;
- Obtains VAT and Customs duties exemptions from Tax Authority;
- Completes trainings for using the Budget Execution Information System (ISIB) and any other software, as needed;
- Performs other financially-oriented tasks at the request of the Project Coordinator and/or Head of PIU.

The Consultant shall provide full time services for the life of the project, i.e. until December 15, 2025, with a probationary period of six (6) months.

In order to be selected, the Consultant must possess the following qualifications:

The Financial Associate should possess:

- Minimum University-level Degree in the fields of economics, management or finances. Advanced degree would be considered as an asset;
- At least three (3) years of experience in the fields of financial execution and accounting record-keeping;
- 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;
- Computer skills (MS Word, MS Excel, MS Project, Power Point, e-mail, Internet);
- Ability to function within a team, deliver when working under pressure and within changing circumstances;
- Strong writing/reporting skills;
- Strong organizational and planning skills;
- Excellent knowledge of written and spoken Serbian and English.

The detailed Terms of References for the above referenced consulting services is posted on the official website of the Ministry of Construction, Transport and Infrastructure <https://www.mgsi.gov.rs/en/dokuments/request-expressions-interest-consulting-services-individual-consultants>.

The CFU of the Ministry of Finance now invites eligible individual consultants to indicate their interest in providing the above services. 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).

The evaluation criteria for the assignment:

- Specific Experience relevant to the Assignment (60 Points)
- Qualifications and Competence relevant to the Assignment (40 Points)

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the ***World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services, July 2016, revised November 2017*** (“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.

Interested consultants may obtain further information from the CFU at the address below from 09:00 to 15:00 hours.

Expressions of interest **in English language** must be delivered to the e-mail address below by **October 14, 2021, 12:00 Noon**, local time.

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

Contact:	E-mail:	Address:
To:	zorica.petrovic@mfin.gov.rs Ms. Zorica Petrović Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	ljljana.dzuver@mfin.gov.rs ljljana.stojic@mgsi.gov.rs	11000 Belgrade, Serbia Tel/Fax: (+381 11) 202-15-30

Western Balkans Trade and Transport Facilitation Project (Part referred to Republic of Serbia)

TERMS OF REFERENCE

for Financial Associate

Background

The International Bank for Reconstruction and Development (IBRD) has granted to the Republic of Serbia (RoS) EUR 35 million loan for the Western Balkans Trade and Transport Facilitation Project (WBTTF). WBTTF project is a part of a Multiphase Programmatic Approach covering in the first phase Serbia, Albania and North Macedonia supporting a combination of investments, technical assistance and regulatory and institutional reforms. WBTTF project aims to support Western Balkans governments to promote deeper economic integration, within the region and the EU by assisting with the implementation of measures aiming at: facilitating cross-border movement of goods, enhancing transport efficiency and predictability and enhancing market access for trade in services and investments.

Objective

Objective of the Project is to reduce trade costs and increase transport efficiency in the Western Balkans. The program is structured around the following four components, which are common across the region and phases, albeit the specific scope of activities is adjusted for each beneficiary.

Component 1: Facilitating movement of goods across the Western Balkans. The component focuses on (a) the design and adoption and implementation of the National Single Window (NSW); (b) the improvements of border crossing points and crossing points in selected trade corridors, and the implementation of Electronic Data Interchange (EDI).

Component 2: Enhancing transport efficiency and predictability. This component will focus on (a) the adoption of an Intelligent Transport System (ITS) and corridor performance monitoring, (b) the improvement of Railway Level Crossings (RLC) and (c) Development of National Transport Strategy,

Component 3: Improve market access in services and foster regional investments - this Component is covered by grant resources from other development partners, which complements the support from the World Bank Group and

Component 4: Support Project implementation units (PIU) and provide additional technical support, including for policy coordination, operating costs, and monitoring and evaluation of the Project.

The Project implementation is anchored in the Ministry of Construction, Transport and Infrastructure (MCTI) and procurement and fiduciary roles are hosted in the Central Fiduciary Unit (CFU) within the Ministry of Finance. The MCTI will be ultimately accountable for execution of Project activities and the Project implementation would rely

on its existing structures, with the additional support of the Project Implementation Unit (PIU) that is established under the Project. Decisions will be made by the MCTI in coordination with the PIU. The PIU will have direct responsibility for Project management, coordination, and implementation /enforcement. The PIU will report to the MCTI management and will be responsible for day-to-day Project implementation, for preparing TORs, reviewing documents, overall Project coordination, monitoring activities, safeguard and reporting.

Scope of Work – Financial Associate

In the previous period it has been identified that there is the shortage of staff and the increased daily workload of the employees in the Department for Budget and Finance of the MCTI. PIU is in demand of a financial associate who would deal with the tasks of preparing and executing payments (financial execution) under the Project. The Financial Associate will work under the supervision of the Head of PIU and coordinate with the relevant authorized MCTI officer(s), and will directly cooperate with the employees in the MCTI (dominantly from its Financial Department), and PIU and CFU staff.

Specific responsibilities of the Financial Associate include but are not limited to the following:

- Participates (after received approval from Head of PIU and CFU Financial specialist) together with Department for Budget and Finance of the MCTI in the preparation and execution of orders for converting funds deposited in the foreign currency account into currency deposited in the Project local currency account;
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- Completes trainings for using the Budget Execution Information System (ISIB) and any other software, as needed;
- Performs other financially-oriented tasks at the request of the Project Coordinator and/or Head of PIU.

Reporting requirements

The Consultant will work under supervision of and report to the Head of PIU.

Qualification criteria

The Financial Associate should possess:

- Minimum University-level Degree in the fields of economics, management or finances. Advanced degree would be considered as an asset;
- At least three (3) years of experience in the fields of financial execution and accounting record-keeping;
- Experience in cooperation, correspondence and communication;
- Excellent communication and data manipulation skills;
- Excellent time management skills and ability to multi-task and prioritize work;
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- Ability to function within a team, deliver when working under pressure and within changing circumstances;
- Strong writing/reporting skills;
- Strong organizational and planning skills;
- Excellent knowledge of written and spoken Serbian and English.

Length of assignment

The Consultant shall provide full time services for the life of the project, i.e. until December 15, 2025, with a probationary period of six (6) months.

Facilities to be provided to the Consultant

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection of Consultant

The Consultant will be selected applying Open competition method.

The Consultant is eligible and his selection does not create any conflict of interest as provided in the Bank`s Procurement Regulations.