

**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 (Local full time) – Administrative Assistant/Officer, Reference No. SER-WBTF -IC-CS-21-17**

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 Balkan 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.

**The scope of work** of the Administrative Assistant/ Officer 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;
- Draft Minutes of the Meetings;
- Support in preparation of documents for meetings and travels for other members of the PIU;
- 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;
- Close cooperation and regular communication with CFU Specialists;
- Support preparation of Project documentation, including timely submission of all documents related to annual performance statements of all Project support beneficiaries;
- 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, faxes and forms;
- Preparing drafts of internal documents relevant for the Project implementation;
- Monitor PIU expenditures against approved budget;
- Translation support during meetings, if and when needed;
- Small scale translation of Project documents, if and when needed;
- Perform other duties in support of Project preparation and implementation as required by the Head of PIU

**Minimum qualifications requirements required:**

- Minimum University-level 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 writing/reporting and presentation skills;
- Strong organizational and planning skills;
- Excellent knowledge of written and spoken Serbian and English;
- Knowledge and practice of administrative procedures of the World Bank related projects would be considered an asset;
- 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 Consultant is expected to provide full time services for the life of the project, i.e. until December 15, 2025, with a probationary period of six (6) months.

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 each assignment:

- Specific Experience relevant to the Assignment (40 Points)
- Qualifications and Competence relevant to the Assignment (60 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 **May 14, 2021, 12:00 Noon**, local time.

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

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
To:	<a href="mailto:zorica.petrovic@mfin.gov.rs">zorica.petrovic@mfin.gov.rs</a> Ms. Zorica Petrović Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	<a href="mailto:ljiljana.dzuver@mfin.gov.rs">ljiljana.dzuver@mfin.gov.rs</a> <a href="mailto:ljiljana.stojic@mcti.gov.rs">ljiljana.stojic@mcti.gov.rs</a>	11000 Belgrade, Serbia Tel/Fax: (+381 11) 202-15-30

**TERMS OF REFERENCE**  
**Administrative Assistant / Officer**  
**Western Balkans Trade and Transport Facilitation Project**  
**(Part referred to Republic of Serbia)**

## **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 – Administrative Assistant/ Officer**

Generally, the Consultant will be responsible for providing administrative support to ensure efficient operation of the PIU. Supports will be provided through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

The scope of work of the Administrative Assistant/ Officer 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;
- Draft Minutes of the Meetings;
- Support in preparation of documents for meetings and travels for other members of the PIU;
- 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;
- Close cooperation and regular communication with CFU Specialists;
- Support preparation of Project documentation, including timely submission of all documents related to annual performance statements of all Project support beneficiaries;
- 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, faxes and forms;
- Preparing drafts of internal documents relevant for the Project implementation;
- Monitor PIU expenditures against approved budget;
- Translation support during meetings, if and when needed;
- Small scale translation of Project documents, if and when needed;
- Perform other duties in support of Project preparation and implementation as required by the Head of PIU.

### **Reporting requirements**

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

### **Qualification criteria**

The Administrative Assistant /Officer should possess:

- Minimum University-level 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 writing/reporting and presentation skills;
- Strong organizational and planning skills;
- Excellent knowledge of written and spoken Serbian and English;
- Knowledge and practice of administrative procedures of the World Bank related projects would be considered an asset;
- 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.

### **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.