

# **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) – TRANSLATION SERVICES, Reference No. SER- WBTF-IC-CS-20-15**

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.

Generally, the Consultant will be responsible for providing translation services for Project purpose. This will include, but not be limited to:

- Translation of written documents, such as reports, presentations, manuals, tender documents and other, from/to English and Serbian. A high-quality and final translation of the documents will be delivered by assigned timeline;
- Simultaneous or consecutive interpretation services from/to English and Serbian during meetings, workshops, conferences, trainings and discussion;
- Submission of translated documents in word file and incorporate feedbacks and suggested changes to translation;
- Ensure that the translation text is linguistically and grammatically correct and coherent, error free and it should meet high quality standards.

It is expected that the period over which the consultant shall provide the Services will be 36 months, with possible extension up to the end of the Project, subject to satisfactory performance. The Consultant should be available to commence 2 months after the present notice is published. The Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week.

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

- University degree in the English language;
- Relevant experience with a proven record in providing interpretation/translation services from/to English and Serbian;
- Minimum 3 years of progressively responsible translation work;
- Demonstrated good understanding of technical terms used in road and railway transport and/or trade and customs operations;

- Excellent computer skills;
- Excellent communication skills in both, English and Serbian;
- Experience in translation of documents on World Bank and/or other IFIs and/or EU financed project will be an advantage;
- Ability to work under pressure and to meet strict deadlines.

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 (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 **April 26, 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:	<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 11000 Belgrade, Serbia Tel/Fax: (+381 11) 202-15-30
Cc:	<a href="mailto:ljliljana.dzuver@mfin.gov.rs">ljliljana.dzuver@mfin.gov.rs</a> <a href="mailto:ljliljana.stojic@mgsi.gov.rs">ljliljana.stojic@mgsi.gov.rs</a>	

**TERMS OF REFERENCE**  
**Translator**  
**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 – Translator**

Generally, the Consultant will be responsible for providing translation services for Project purpose. This will include, but not be limited to:

- Translation of written documents, such as reports, presentations, manuals, tender documents and other, from/to English and Serbian. A high-quality and final translation of the documents will be delivered by assigned timeline;
- Simultaneous or consecutive interpretation services from/to English and Serbian during meetings, workshops, conferences, trainings and discussion;
- Submission of translated documents in word file and incorporate feedbacks and suggested changes to translation;
- Ensure that the translation text is linguistically and grammatically correct and coherent, error free and it should meet high quality standards.

### **Reporting requirements**

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

### **Qualification criteria**

The Translator should possess:

- University degree in the English language;
- Relevant experience with a proven record in providing interpretation/translation services from/to English and Serbian;
- Minimum 3 years of progressively responsible translation work;
- Demonstrated good understanding of technical terms used in road and railway transport and/or trade and customs operations;
- Excellent computer skills;
- Excellent communication skills in both, English and Serbian;
- Experience in translation of documents on World Bank and/or other IFIs and/or EU financed project will be an advantage;
- Ability to work under pressure and to meet strict deadlines.

### **Length of assignment**

It is expected that the period over which the consultant shall provide the Services will be 36 months, with possible extension up to the end of the Project, subject to satisfactory performance. The Consultant should be available to commence 2 months after the present notice is published. The Consultant should be available to provide services for at least 8 hours each day, Monday to Friday, for a minimum period of 40 hours per week.

Subject to notice being provided, the Consultant may take up to 4 weeks leave each year, but remuneration will not be paid during any period of leave.

## **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 as well as access to necessary documents and transportation costs if needed.

## **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.