

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANTS

Republic of Serbia

The Serbia Railway Sector Modernization Project (SRSM)

Project ID No. P170868

Assignment Title:

Individual Consultant (full time) - Manager of PIU for LIID Project

Reference No. SER-SRSM-IC-CS-21-16

For the purpose of financing Serbia Railway Sector Modernization Project, Phase 1 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 102 million loan to support enhancing the efficiency and safety of existing railway assets and improving governance and institutional capacity of the railway sector and the Republic of Serbia intends to apply part of the proceeds to payments for consulting services to be procured under this project.

Scope of Work

The scope of work of the Manager of PIU shall include, but not be limited to the following:

- Organize, coordinate, integrate, and monitor all management and operational activities of the PIU, both at the PIU premises and in the field, during the Project preparation and implementation.
- Ensure timely preparation and implementation of the Project Procurement Plan, as well as other relevant documentation, and drafting and submission of reports and requests for disbursement of project funds;
- Coordinate cooperation with the network of focal points in the Ministries, LSGs, and the agencies involved in the Project, who will be responsible for monitoring and reporting on the Project implementation in their respective entities;
- Providing support to the Project Steering Committee in overseeing the implementation of the Project, facilitating policy dialog and inter-ministerial cooperation;
- Coordinate cooperation with LSGs, including working closely with them and other partners on the preparation of project proposals and the implementation of selected projects;
- Develop, improve, and implement project procedures and protocols as established under rules and regulations of the relevant financier, and ensure adherence to such procedures, as well as any other relevant documents;
- Manage preparation and implementation of the Project and cooperate with the MCTI, line ministries and institutions, and the CFU to ensure timely and sound accomplishment of project activities and adherence to terms and conditions of the specific contracts and timely project budgeting;
- Oversee day-to-day activities of the PIU, evaluate performance and operational effectiveness (including ongoing staff evaluation and feedback on their performance), and recommend changes where necessary;
- Develop and supervise implementation of standardized administrative and operating procedures for the PIU, including but not limited to maintenance of record-keeping and data storage systems; accounting and reporting formats for financial transactions of the project; procurement and contract monitoring system, etc.;

- Regularly monitor the status of project activities (by drafting and updating preparation and implementation plans and schedules, operational manuals, payment projections, etc.), including by drafting and submitting comprehensive progress reports, as mandated under the terms and conditions of the specific contract; drafting proposed changes to project documents to reflect the expected results; and delivering other reports regarding the project (such as annual reviews and semi-annual financial statements);
- Take part in development, improvement, and implementation of procedures envisaged under the annual project budget; preparation of supplementary budgets where required; and cooperate with finance staff to ensure all expected project costs are fully captured;
- Assesses whether the Terms of Reference for experts who will be engaged for the project, contain specific conditions, tasks and activities defined by the financiers' relevant rules and regulations, to ensure full compliance;
- Submit monthly reports on his/her performance and the performance of experts and other PIU staff for approval of payment for services rendered;
- Coordinate training on project-related matters to staff in MCTI and relevant stakeholders.
- Perform other duties in support of Project preparation and implementation, as required..

The Consultant shall provide full time services for the life of the project, i.e. until November 31, 2027, with a probationary period of six (6) months.

In order to be selected, The Manager of PIU should possess:

- Advanced university degree (Masters degree or equivalent)
- Minimum 15 years of total professional experience, out of which at least 5 years of experience at a senior level in the fields of urban and rural sustainable development, spatial, urban or environmental planning, traffic engineering, civil engineering or related area, managing projects and teams with at least 10 team members
- Minimum 3 years of direct professional experience in working with or within public sector in relevant fields, out of which at least 2 years of professional experience in working with local self-governments
- Experience in working with IFIs or the EU will be an advantage
- Experience in working with civil sector will be considered an advantage
- Experience in supporting implementation of financing schemes or technical assistance to LSGs will be considered as advantage
- General knowledge on needs for technical documentation design and delivery of infrastructure works will be considered as an advantage
- Demonstrated leadership expertise with multidisciplinary projects
- Ability to organize and motivate team, deliver when working under pressure and within tight deadlines
- Proven leadership and decision-making skills and demonstrated ability to manage and coordinate multiple different activities/operations, and oversee complex development issues
- Openness to change and ability to receive/integrate feedback
- Proven integrity and ability to resist pressure in decision-making
- Strong analytical skills and ability to identify key strategic and management issues, opportunities and risks
- Competence for incorporating gender perspectives into substantive work and ensuring the equal participation of women and man in all areas of work; commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues
- Knowledge of computer, office software and web-based applications use
- Cultural, religion, race, nationality and age sensitivity and adaptability
- Excellent writing/reporting and presentation skills
- Excellent interpersonal, networking and team building skills
- Excellent knowledge of written and spoken Serbian and English.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Ministry of Construction, Transportation and Infrastructure (MCTI) www.mgsi.gov.rs/en/dokuments/serbia-railway-sector-modernization-srsm-project-piu.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible individual consultants to indicate their interest in providing the 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, 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.

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 **February 7, 2022, 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 Petrovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St 11000 Belgrade, Serbia Tel/Fax: (+381 11) 765 2587
Cc:	ljliljana.dzuver@mfin.gov.rs ljliljana.stojic@mgsi.gov.rs	

TERMS OF REFERENCE Manager of PIU

Background

The International Bank for Reconstruction and Development (IBRD) and Agence Française de Développement (AFD) are implementing US\$ 300 million Serbia Local Infrastructure and Institutional Development Project (Project). Project implementation is a part of wider urban development activities in the Republic of Serbia that are based on Sustainable Urban Development Strategy (SUDS) and will apply a holistic approach, where current policies and practices important for overall local infrastructure service delivery will be strengthened through mixture of investments, technical assistance, and capacity building. In order to support and strengthen infrastructure service delivery at the local level, special focus would be on improving mobility in a sustainable manner to increase accessibility to economic and social opportunities.

Objective

The objective of the Project is to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in climate aware manner. Project consists 3 components:

Component 1. Climate Smart Mobility would improve mobility within the LSGs through strengthening system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disaster while reducing emissions of Greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

(i) *Infrastructure renewal* - The majority of investments will be in transport infrastructure reconstruction and rehabilitation, within the existing infrastructure perimeters. The promotion of resilient and inclusive approach and of active mobility and priority for public transport will be integral part of the project design. This sub-component will also finance technical assistance required for the execution of the works including services for design, supervision, technical audit, and road safety audit. All LSGs will get funding for activities eligible for financing under this subcomponent in accordance with predefined formula and in the form of grant transfers and subject of signing the Grant Agreement.

(ii) *Sustainable mobility enhancement* – Activity will strengthen LSGs systems to plan, manage, implement, and operate resilient transport networks that promote patterns of climate smart mobility in sustainable manner. This subcomponent will finance technical assistance, capacity building and demonstration pilots in three main areas:

- a) *Improve local road network management and resilience*; Creation of framework for local roads management including guidance on institutional arrangements, policy, standards, maintenance contracting, asset management, resilience and road safety.
- b) *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitive Sustainable Urban Mobility Plans (SUMPs) with transport management plans for medium and small size LSGs.
- c) *Pilot smart mobility solutions through digital technologies*; Creation of proposals for smart mobility contractual modalities in areas such as optimizing public transport services, intelligent transportation systems, real-time information and infrastructure or service sharing schemes.

Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery would improve the effectiveness and sustainability of infrastructure service delivery at the local level through strengthening LSGs' capacity to implement current planning and Project finance management (PFM) and Public Investment Management (PIM) policies. The component will finance a mixture of technical assistance and capacity building activities focused on:

(i) *Enhanced strategic participatory planning and identification of pipeline projects* that would include climate and resilience considerations into the planning approaches and better integrate them into the capital investment and budget planning process. The subcomponent will finance technical assistance and capacity building in three main areas:

- a) *Improve Participatory Planning in Pilot LSGs* - development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
- b) *Identification and Initial Preparation of Future Urban Investment Projects* - urban regeneration and municipal infrastructure projects would be identified, and technical assistance provided for early-stage preparation of future investments.
- c) *Mainstream Participatory Approach* - development of Manual for Citizen Participation and E-Government portal extension for informing on the planned infrastructure investments and planned consultations.

(ii) *Strengthened institutions, PFM, access to financing, and capacities* that would ensure institutional improvements in the local PFM and PIM accompany the direct benefits through the provision of funding for the LSGs. The subcomponent will be implemented through set of analytical work, technical assistance, and development of tools, in particular:

- a) *Improving access to financing* - Assessment the current local infrastructure financing framework and design of recommendations to improve the LSGs' ability to raise private capital for infrastructure investments, potentials of green funds, and perspective of the municipal fund scheme;
- b) *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
- c) *Enhancing the implementation of key country systems for climate aware infrastructure service delivery* - Capacity building and implementation support in areas including: procurement, PFM, PIM, transparency and inclusion, contract management, social and environmental management etc.

Component 3: Project Implementation Support and Awareness Raising would establish institutional set up that will enable successful implementation of the project and raise awareness about importance of green transition and sustainable mobility. Activity will support the establishment and maintenance of the strong Project Implementation Unit (PIU) and strengthening of Central Fiduciary Unit (CFU).

The Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through a PIU, supported by the CFU in the Ministry of Finance (MoF), the employees in the LSGs officially assigned to the project, and the Project Steering Committee. The PIU will be responsible for the overall management of the Project, and it will provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments. The CFU will be responsible for fiduciary issues like the financial management of the Project, will support the PIU in approving procurement related documents, and will support the LSGs to implement procurement procedures, including procurement capacity development. LSGs will be responsible for full project

life cycle – from prioritization, preparation, procurement to management and supervision. The Project Steering Committee will consist of the representatives of respective ministries and project partners and will overview the implementation of the Project, facilitate policy dialog and inter-ministerial cooperation, help resolving any bottlenecks that might be experienced, and adopt annual progress reports.

Scope of Work – The Manager of the PIU

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- 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 November 31, 2027, 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.