

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 (part time) – Head of PIU for SRSM Project

Reference No. SER-SRSM-IC-CS-21-11-2

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 Head of PIU shall include, but not be limited to the following

- Organize, coordinate, integrate, and monitor operations of the PIU, PITs and the institutions involved in the Project during its implementation and drafting and submission of reports and requests for disbursement of project funds;
- Liaise with the focal points in the relevant institutions /line ministries and/or PITs regarding technical inputs to the Procurement Documents as well as the assessment of technical documentation;
- Coordinate with the focal points in the Ministries and agencies involved in the Projects and/or PITs, who will be responsible for monitoring and reporting on implementation in their respective entities;
- 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's activities and cooperate with the MCTI, line ministries and institutions, PITs and the CFU to ensure timely and sound accomplishment of projects' activities and adherence to terms and conditions of the specific Loan Agreement and timely project budgeting;
- Oversee day-to-day activities of the PIUs, 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 PIUs, 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 projects' 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 Loan Agreement; drafting proposed changes to projects' documents to reflect the expected results; and delivering other reports regarding the projects (such as annual reviews and semi-annual financial statements);
- Take part in development, improvement, and implementation of procedures envisaged under the annual projects' budget; preparation of supplementary budgets where required; and cooperate with finance staff of the MCTI and the Ministry of Finance, to ensure all expected project costs are fully captured;

- Assesses whether the Terms of Reference for experts who will be engaged for the projects, 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 PIUs' staff for approval of payment for services rendered;
- Submit other reports per request of the Project Coordinator;
- Provide internal training on project-related matters to staff of the MCTI and relevant ministries;
- 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 December 31, 2026, with a probationary period of six (6) months.

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

- Advanced university degree in the field of social or technical sciences.
- Minimum 15 years of total professional experience
- Minimum 5 years of experience managing projects and staff;
- Minimum 5 years of working in transport sector, where experience in working with railway sector would be considered as a key advantage
- Experience working with or within both the public and private sector.
- General knowledge of procurement and financial management procedures of international financial institutions.
- Previous experience with World Bank/other IFIs or EU projects will be an advantage;
- Knowledge of computer, office software and web-based applications use.
- Ability to organize and motivate team, deliver when working under pressure and within changing circumstances;
- 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:

- 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 3.16 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 21, 2022, 12:00 hours, 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
Cc:	ljiljana.dzuver@mfin.gov.rs ljiljana.stojic@mgsi.gov.rs	Tel/Fax: (+381 11) 765 2587

Serbia Railway Sector Modernization Project

TERMS OF REFERENCE

Head of PIU

Background

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to support the Government of Serbia in continuation of institutional, physical and operational modernization of the railway sector in an integrated manner through providing financial support to Serbia Railway Sector Modernization Project (Project) as part of the Multiphase Programmatic Approach to be implemented in three overlapping phases over the ten-year period.

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.

The Project includes following components:

- Component 1: Infrastructure Investments and Asset Management: Sub-Component 1.1: Reliable and Safe Railway Infrastructure (track rehabilitation, level crossings, railway station “Prokop”, Bogojevo station bypass, measurement stations), Sub-Component 1.2: Technical Documentation for the Phase 2, Sub-Component 1.3: Asset Management
- Component 2: Institutional Strengthening and Project Management: Sub-Component 2.1: Sectoral Governance, Sub-Component 2.2: Human capital, Sub-Component 2.3: Project Management and Citizen Engagement
- Component 3: Railway Modernization Enablers: Sub-Component 3.1: Intelligent Railway Systems (ITS) and Safety Management System (SMS), Sub-Component 3.2: Integrated Territorial Development and Sub-Component 3.3: Modal Shift

Objective

The Project implementation will be 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 the Project activities and the Project implementation would rely on its existing structures, with the additional support of the Project Implementation Unit (PIU) that is/will be established under the Project. Decisions will be made by the MCTI in coordination with the respective 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.

MCTI appointed the Project Coordinator to act on its behalf, and she is entitled to make decisions and approve Procurement Plans, financial plans, reports, and other Projects' documents. Further, she will also be responsible for coordinating work between relevant institutions and stakeholders, coordinating activities with the Head of PIU and Steering Committees, reviewing reports from the Head of PIU, etc.

In addition, the SRSM PIU will be supplemented by the Project Implementation Teams (PITs) in Infrastruktura železnice Srbije (IZS), Serbia Cargo, Serbia Voz, and Railway Directorate (RD), established by the time SRSM Project becomes effective. They will act as subordinate implementing agencies to provide technical support for specific subcomponents or activities of the MPA that pertain to their area of expertise.

Scope of Work – Head of PIU

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

- Organize, coordinate, integrate, and monitor operations of the PIU, PITs and the institutions involved in the Project during its implementation and drafting and submission of reports and requests for disbursement of project funds;
- Liaise with the focal points in the relevant institutions /line ministries and/or PITs regarding technical inputs to the Procurement Documents as well as the assessment of technical documentation;
- Coordinate with the focal points in the Ministries and agencies involved in the Projects and/or PITs, who will be responsible for monitoring and reporting on implementation in their respective entities;
- 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's activities and cooperate with the MCTI, line ministries and institutions, PITs and the CFU to ensure timely and sound accomplishment of projects' activities and adherence to terms and conditions of the specific Loan Agreement and timely project budgeting;
- Oversee day-to-day activities of the PIUs, 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 PIUs, 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 projects' 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 Loan Agreement; drafting proposed changes to projects' documents to reflect the expected results; and delivering other reports regarding the projects (such as annual reviews and semi-annual financial statements);
- Take part in development, improvement, and implementation of procedures envisaged under the annual projects' budget; preparation of supplementary budgets where required; and cooperate with finance staff of the MCTI and the Ministry of Finance, to ensure all expected project costs are fully captured;
- Assesses whether the Terms of Reference for experts who will be engaged for the projects, 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 PIUs' staff for approval of payment for services rendered;
- Submit other reports per request of the Project Coordinator;
- Provide internal training on project-related matters to staff of the MCTI and relevant ministries;
- Perform other duties in support of project preparation and implementation, as required.

Reporting requirements

The Consultant shall report to the Project Coordinator on monthly basis through regular monthly progress report, and on ad-hoc basis, per request of the Project Coordinator.

Profile of the Head of PIU

The Head of PIU should possess:

- Advanced university degree in the field of social or technical sciences.
- Minimum 15 years of total professional experience
- Minimum 5 years of experience managing projects and staff;
- Minimum 5 years of working in transport sector, where experience in working with railway sector would be considered as a key advantage
- Experience working with or within both the public and private sector.
- General knowledge of procurement and financial management procedures of international financial institutions.
- Previous experience with World Bank/other IFIs or EU projects will be an advantage;
- Knowledge of computer, office software and web-based applications use.
- Ability to organize and motivate team, deliver when working under pressure and within changing circumstances;
- Excellent writing/reporting and presentation skills;
- Excellent interpersonal, networking and team building 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 31, 2026, with a probationary period of six (6) months.

Facilities to be provided by the Client

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
- Access to necessary documents; and
- Where the Consultant is required to travel, to site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

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 candidates will be evaluated applying the following evaluation criteria:

- Qualifications and General experience (50 Points)
- Specific Experience relevant to the Assignment (50 Points)

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