REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia**

**CATALYZING LONG TERM FINANCE THROUGH CAPITAL MARKET PROJECT (CMDP)**

Project ID No. **P176069**

**Assignment Title:**

**Individual Consultant (Local full time) – PROJECT MANAGER, Reference No. SER-CMDP-IC-CS-23-11**

The Republic of Serbia has received a financing in the amount of US$ 30,000,000 equivalent from the World Bank toward the cost of the CMDP Project, and it intends to apply part of the proceeds to payments for consulting services to be procured under this project.

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

* Organize, coordinate, integrate, and monitor operations of the Project Implementation Unit (PIU), and the institutions involved in the Project during its implementation and drafting and submission of reports;
* Coordinate with the focal points in the Ministry of Finance involved in the Project, 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 Ministry of Finance, line ministries and institutions, 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 PIU, evaluate performance and operational effectiveness, and recommend changes where necessary;
* Develop and supervise implementation of standardized administrative and operating procedures for the PIU;
* 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);
* 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 other reports per request of the Assistant minister in charge in the MoFFS;
* Provide internal training on project-related matters to staff of the Ministry;
* Perform other duties in support of project preparation and implementation, as required;
* Work closely with other consultants engaged in the realization of the Project and representatives of international financial institutions;
* Other duties as instructed by the Assistant minister in charge in the MoFFS.

The Consultant assignment will be for a period ending with August 31, 2028 conclusively with a probationary period of six (6) months.

The Consultant shall provide full time service for the life of the Project. If contracted, the Consultant will have to declare that he/she will not have other full or part-time assignment during his/her engagement under this contract.

**Required qualifications and skills:**

* University degree in organizational sciences, economics, public affairs or related academic fields;
* Minimum 15 years of total professional experience;
* Minimum 5 years of experience managing projects and staff;
* Minimum 5 years of working in banking or financial advisory sector;
* Knowledge of local regulations related to capital and financial market is considered a distinct advantage;
* General knowledge of managing resources, business processes, procurement and cost structuring;
* Ability to organize and motivate teams, deliver when working under pressure and within changing circumstances;
* Excellent knowledge of MS office;
* Excellent writing/reporting and presentation skills;
* Excellent interpersonal, networking and team building skills;
* Excellent knowledge of written and spoken Serbian and English;
* Ability to work under pressure and meet deadline.

The Central Fiduciary Unit (CFU) of the MoF now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (scanned diplomas to be sent with CV).

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, article 7.36 and 7.37 "Open Competitive Selection of Individual Consultants”.

The candidates will be evaluated applying the following evaluation criteria:

•             Qualifications and General experience                    (40 Points)

•             Specific Experience relevant to the Assignment        (60 Points)

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the **e-mail addresses below, by October 16, 2023, 12:00 hours, noon**, local time.

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| **Contact:** | **E–mail:** | **Address:** |
| To: | [zorica.petrovic@mfin.gov.rs](mailto: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 |
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