REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia**

**Improving Public Finance management for the Green Transition**

**No. P175655**

**Assignment Title: Legal advisor for harmonization of internal acts in the human resources sector and material resources sector**

**Reference No.: SER-IPFMGT-IC-CS-25-15**

The Republic of Serbia has received financing from the World Bank and the Agency Francaise de Development (AFD) for implementation of the Improving Public Financial Management for the Green Transition Operation Project (IPFMGT) and intends to apply part of the proceeds for consulting services.

IPFMGT in the Republic of Serbia is a four-year Operation which aims to help the Government of the Republic of Serbia in strengthening its capacity to manage public finances and implement green investments. IPFMGT will improve core Public Finance management functions and institutional capabilities needed for Serbia’s fiscal resilience and green transition. Key implementing institutions besides the Ministry of Finance are the Ministry of Environmental Protection, the Republic Property Directorate, the Public Policy Secretariat, and the Public Procurement Office.

# Objective of the assignment

The main tasks of the Legal Advisor for the Harmonization of Internal Acts in the Human Resources Sector and the Material Resources Sector in the Treasury Administration are to perform an analysis of internal acts that follow the plan for harmonizing operations and the efficiency of human and material resources, taking into account aspects of the Green Agenda, and to report on this analysis, as well as to propose amendments to internal acts that regulate the operations of the Human Resources Sector and the Material Resources Sector, all with the aim of improving the operations of the aforementioned sectors, i.e. the Treasury Administration.

In it’s analysis, the Legal Advisor will take into account the activities in the digitalization process in the Treasury Administration which have been undertaken with the aim of modernizing and automating the general operations system of the Treasury Administration. Digitalization is a key driver within the five pillars of the Green Agenda for the Western Balkans in line with the concept of dual green and digital transition. In recent years, various measures and steps have been implemented to support the digitalization of the Treasury Administration’s operations. Significant efforts have been made to improve the business environment through a focus on digitalization and automation of business processes. Digitalization is one of the main priorities for the Treasury Administration, with a focus on improving the knowledge and skills needed to fully exploit the opportunities offered by the digital society and the digitalization of public services in the areas of human and material resources. The Legal Advisor will also take into account all the changes in the business processes due to digitalization and analyze and suggest necessary updates in proposed set of internal acts.

The key tasks of the Legal Advisor will be the analysis and review of internal acts in the Treasury Department, specifically the directives and procedures that regulate business processes within the competence of the Human Resources Sector and the Material Resources Sector, in order to improve their operations and influence the implementation of the project to improve efficiency and public finance management. The plan is to ensure control and proper implementation of new and strategically important functions such as adequate risk management, human and material resource management, as well as human resource development, by improving the organizational structure and enabling efficient management. One of the objectives is to ensure that the Human Resources and Material Resources Departments have up-to-date and accurate internal acts, to ensure that the Treasury Department has modern material resources and professional, highly motivated staff who will adapt to the new, modern and digital environment in terms of developing leadership and management capacities to lead the change process in the public sector.

Considering the above, the main task of the Legal Advisor will be to review the internal regulations in the Human Resources and Material Resources Departments, namely the following internal acts:

HUMAN RESOURCES SECTOR:

1. Directive on the method and procedure for granting solidarity aid, number 403-00-1095/23-001-008 of June 23, 2023

2. Directive on professional training in the Treasury Administration, number 110-00-5/2022-001-008 of May 31, 2022

3. Directive on the internal whistleblowing procedure, number 110-00-4/2022-001-008 of February 28, 2022

MATERIAL RESOURCES SECTOR:

1. Directive on the use of SIM cards in the Treasury Administration, number 404-00-106/2023-001-009 of February 14 2023

2. Directive on the use of official mobile phones in the Treasury Administration, number 404-00-668-2/18-001-008 of January 1, 2020

3. Directive on the manner of handing over the duties of the director of a branch of the Treasury Administration, number 036-00-4/2019-001-008 of June 10, 2019

4. Directive on the implementation of occupational safety and health in the Treasury Administration, number 160-1/18-001-008 of May 23, 2018

5. Directive on the use and maintenance of official vehicles of the Treasury Administration, number 404-00-749/2015-001-008 of October 27, 2015

6. Directive on the procedure for employees of the Treasury Administration in the event of extraordinary adverse events in the protection of persons, property and business, number 404-00-536/2017-001-008 of June 19, 2017

7. Directive on the conduct of employees of the Treasury Administration, number 112-00-960-4/2015-001-008 of May 29, 2020

8. Procedure for the handover and destruction of seals and stamps in the Treasury Administration, number 031-00-39/2023-001-009 of November 7, 2023

9. Procedure on the method of implementing the service of ongoing maintenance of facilities in the Ministry of Finance - Treasury Administration, number 404-00-355/2023-001-009 dated June 28, 2023

10. Procedure for physical and technical protection of facilities, spaces, premises and zones in the Treasury Administration, number 404-00-59/2022-001-009 dated February 2, 2022

11. Procedure for organizing meetings in the Ministry of Finance - Treasury Administration, number 404-00-569/2021-001-009 dated September 10, 2021

12. Procedure for the method of handing over equipment and intangible assets in the Ministry of Finance - Treasury Administration, number 404-00-570/2021-001-009 dated September 10, 2021

13. Procedure on the method of monitoring the system for technical protection of facilities in the Ministry of Finance - Treasury Administration, number 404-00-567/2021-001-009 of September 10, 2021

14. Procedure on the method of receiving, recording and issuing office and other consumables in the Ministry of Finance - Treasury Administration, number 404-00-586/2021-001-009 of September 10, 2021

15. Procedure on the method of archiving archival materials and documentary material in the Treasury Administration, number 031-00-23/2023-001-009 of August 2, 2023

16. Procedure on the Ministry of Finance - Treasury Administration's procedures in public procurement procedures, number 404-00-400/2020-001-008 dated 1.9.2020.

Based on digitalization, automation, as well as all new changes in the transition system, the Legal Advisor will prepare an appropriate analysis of the aforementioned internal acts of the Treasury Administration in the areas of human and material resources, point out any shortcomings in them, develop a strategy with an accompanying plan and tasks for amending them, or introducing new ones, if necessary, in order to improve the operations of the Human Resources Sector and the Material Resources Sector in the Treasury Administration.

In this regard, the Ministry of Finance (hereinafter: the Client) intends to engage a Legal Advisor, with reduced working hours, in order to contribute to the implementation of the project task.

The Client is obliged to provide the Legal Advisor with complete access to all necessary materials, data, information, as well as IT systems necessary for the performance of his tasks.

**Scope of Work**

The Consultant will perform the following:

1) Analysis of all internal acts in the Human Resources Sector and the Material Resources Sector in the Treasury Administration;

2) Support in further harmonization of regulations in order to improve the operations of the Treasury Administration in the areas of human and material resources;

3) Preparation and development of a plan for the introduction of new internal acts in the aforementioned sectors in accordance with modernization and digitalization, if necessary;

4) Supervision and reporting on the implementation of the aforementioned acts, both in the Headquarters and in external units of the Treasury Administration.

**The Consultant shall have the following qualifications and experience:**

The Consultant is to meet the following requirements:

* University degree education in the field of law at the basic academic studies (240 EPSB points);
* Minimum 10 years of experience in the field of Law or related and providing legal advice;
* Minimum 5 years of experience in the field of national legislation and administration regulations;
* Experience in working with or within the public sector, such as national institutions, local self-government institutions, agencies or bodies will be considered as a strong advantage of the candidate;
* Knowledge of working on a computer and in MS Office;
* Excellent spoken and written Serbian;
* Knowledge of the English language will be considered an advantage;
* Good analytical and communication skills will be considered an advantage;
* Previous work on projects related to public finance will be considered an advantage.

The Terms of Reference for the above referenced consulting services are posted on the website of the Ministry of Finance, <https://www.mfin.gov.rs/dokumenti2/projekti>

Central Fiduciary Unit 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 are as follows:

• Specific Experience relevant to the Assignment (60 Points)

• General experience (40 Points)

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the ***World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, 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. The type of contract will time based contract.

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 email below, by **May 30, 2025, 12:00 hours, noon**, local time.

Interested consultants must provide **Cover Letter** (**name and reference number of the assignment to be indicated in the email**) and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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