**Central Fiduciary Unit**

**Terms of ReferencE**

**PROCUREMENT SPECIALIST 4**

**I Background Information**

The Central Fiduciary Unit (CFU) was established within the Ministry of Finance (MoF) by the Decision of Minister of Finance dated October 24, 2017 and Amendment 1 to the Decision (April 3, 2018), with the aim to provide fiduciary support to all World Bank supported projects in Serbia. It was agreed between the MoF of the Republic of Serbia and the World Bank (WB) that the CFU would be responsible for procurement and financial management activities for all new WB projects.

At the moment the CFU is responsible for financial management and procurement of nine investment projects: Early Childhood Education and Care Project (ECEC), State Owned Financial Institutions Strengthening Project (SOFI), Tax Administration Modernization Project (TAMP), Enabling Digital Governance Project (EDGE), Western Balkans Regional Trade and Transport Facilitation Project (WBTTP), Serbia Competitive Agriculture Project (SCAP), Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE), Sava and Drina Rivers Corridors Integrated Development Program Project (SDIP) using the Multiphase Programmatic Approach and Railway Sector Modernization project as well as one donor-funded projects: Strengthening Agriculture Sector Capacities for Evidence-Based Policy Making Project. Furthermore, the CFU is currently involved in preparation of two additional investment projects.

The overall fiduciary responsibilities for the projects within the CFU portfolio, procurement, financial management and disbursement tasks, are on CFU. This includes: i) conducting procurement process for all WB projects in its portfolio, for activities in the procurement plan and for ensuring that procurement is carried out in a line with the World Bank’s procurement procedures; and ii) financial management and accounting that includes organization and operation of the Project financial management system acceptable to the WB. However, day to day activities of the WB projects implementation will lie on the project implementation team within the line ministries in charge of technical aspects including project coordination, monitoring activities, safeguards, reporting, drafting TORs, reviewing documents and overall project implementation.

The CFU is comprised of eight consultants: Director, Head of Operations, three Procurement Specialists, and three Financial Management Specialists. The additional staff may be engaged as per the growing needs of the CFU portfolio.

The CFU costs (salaries and reimbursable costs) are shared proportionally among all investment projects managed by the CFU through the operating cost. Training of CFU staff can be paid against a project either under the training component (if appropriate) or operating cost of the project under the CFU portfolio.

**Objective**

**II Objective and Scope of the Assignment**

The objective of this assignment is to ensure procurement support in implementing projects under the CFU portfolio.

**Detailed Tasks and Responsibilities**

The Consultant is responsible for:

* Managing day-to-day project procurement activities;
* Based on the work plan prepare an annual procurement plan and revise/update as needed;
* Coordinate the procurement process for each contract using the Systematic Tracking of Exchanges in Procurement (STEP), i.e. preparation of bidding documents, receiving no-objections from the WB where necessary, preparation of amendment to the bidding documents (if needed) and clarifications to bidders, publication of invitations of bids and contract awards;
* Update the procurement plan when necessary;
* Provide input to the Project Procurement Strategy for Development (PPSD);
* Submit the draft TORs, bidding documents, RFPs and other documents subject to prior review to WB through STEP;
* Prepare draft bidding documents as soon as technical specifications are provided by the PIU and draft RFPs as soon as the TORs are cleared by the Bank;
* Conduct notification and advertising actions;
* Keep communication with potential bidders, prepare answers and clarifications to their questions and queries;
* Participate in the opening of bids or proposals and prepare Minutes of Bid Opening;
* Ensure that bids/proposals are valid to cover the period until contract signature;
* Ensure confidentiality of bids/proposals;
* Submit evaluation reports to WB, make changes or provide clarifications if required;
* Prepare contracts with winning Bidders and selected consultants, as well as Direct Contracts;
* Prepare draft response to complaints for Bank’s review and no objection;
* Follow up on a contract implementation and ensure that contract amendments, if required, are prepared in a timely manner to allow Bank review;
* Contribute to the preparation of the annual and quarterly reports for the ministries, MoF and the WB on procurement activities conducted;
* Support procurement audit by providing procurement information and assistance;
* Arrange advertising in the UN Development Business, website of the ministries, and other media for the procurement of goods and services;
* Organize and coordinate procurement evaluations including evaluation criteria, contract award/rejection notices and all other documentation associated with the evaluation process;
* Provide briefing and guidance in bid evaluation to the Evaluation Committee;
* Keep complete files of all procurement activities, including copies of bids/quotations/proposals;
* Continuous education and improvement of professional skills and knowledge through seminars, professional discussions, literature and exchange in the field of responsibility required by the World Bank and the working activities;
* Any other activities in correlation with the implementation of the projects that will be delegated to him/her by the CFU Director;

**III Reporting obligations**

The Consultant shall report to the CFU Director and the PMU Director/PIU Coordinator (within the Ministry in line). The shall regularly debrief the CFU Director and PMU Coordinator/ PIU Coordinator on the progress in respect to the procurement issues under the Projects and assist in the preparation of the quarterly and annual progress reports for reporting to the World Bank and the line Ministries.

**IV Minimum Qualifications Requirements**

* + - * University-level degree;
      * Five (5) years of practical professional experience in procurement under Bank-financed projects;
      * Practical professional experience in procurement of works under Bank-financed projects;
      * Knowledge of the Bank’s Systematic Tracking of Exchanges in Procurement (STEP) is an advantage;
      * Experience of project or contract work with international financial organizations;
      * Proven teamwork skills;
      * Full computer literacy (MS Office);
      * Excellent verbal and writing skills in Serbian and English;
      * Ability to work under pressure and meet deadline.

**V Duration of the assignment:**

The Consultant shall provide full time services until December 31, 2027, with a probationary period of six (6) months. The contract can be extended depending on a business need.The Consultant shall not have other full or part-time assignment during the engagement under this contract.

The MoF will allocate office space, furniture and equipment for the CFU consultants and appoint a MoF staff to coordinate and oversee the CFU.