

# **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) – ADMINISTRATIVE ASSISTANT, Reference  
No. SER-CMDP-IC-CS-24-32**

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.

## **Scope of Work – Administrative assistant**

The scope of work of the Administrative assistant shall include, but will not be limited to the following:

- Administrative and logistical support the implementation of the Project and the Capital Market Development Strategy
- Provide general administrative support to the MoFFS (e.g. receiving, opening, reading and distribution of mails and acts, grouping and forwarding for processing, administrative-technical processing, sending, classification by subject and archiving...),
- Support the smooth functioning of office operations, manage communications, and coordinate administrative activities,
- Organizing procurement of office supplies, office equipment, and inventory management financed under operating cost category of expenditure,
- Provide financial and procurement support which, among other things, include financial administration, preparation of financial documentation, preparation and submission of documentation for VAT exemption, reports, presentations, monitoring of deadlines, provide responses to the interested parties,
- Maintain and update databases and ensure that documents are correctly stored and easily accessible,
- Schedule, prepare materials, and organize logistics for internal and external meetings,
- Take and distribute meeting minutes and follow up on action items,
- Supporting the organization and implementation of workshops, conferences, and other events with timely care of all accompanying activities (renting space and hotel accommodation, providing technical equipment, transportation, translators, catering, etc.),
- Cooperation, coordination and liaison with representatives of international financial institutions and other national institutions,
- Collection and preparation of all necessary documentation in relation to assessment of potential Corporate Bond Issuance candidates,

- Other duties as instructed by the Project Manager and/or Assistant minister in charge in the MoFFS.

The Consultant assignment will be for a period ending with December 31<sup>st</sup>, 2025 conclusively.

The Consultant shall provide full time service.

**Required qualifications and skills:**

- University degree in administration, business, or economics. Completed, or ongoing, Master's studies will be considered as an advantage,
- A minimum 1 year of professional experience in related field,
- Ability to work independently and as part of a team demonstrated through previous experience,
- Minimum knowledge of written and spoken English that equals B2 level,
- Strong organizational and multitasking abilities, gained through projects (business or academic), internships, or extracurricular activities,
- Excellent verbal and written communication skills,
- Attention to detail and accuracy in administrative tasks,
- Advanced user of MS Office, specifically proficiency in MS Excel and PPT demonstrated through previous experience.

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 (70 Points)
- Specific Experience relevant to the Assignment (30 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 December 20, 2024, 12:00 hours, noon**, local time.

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
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To:	<a href="mailto:zorica.petrovic@mfin.gov.rs">zorica.petrovic@mfin.gov.rs</a> Ms. Zorica Petrovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit Balkanska 53 11000 Belgrade, Serbia
Cc:	<a href="mailto:ljiljana.dzuver@mfin.gov.rs">ljiljana.dzuver@mfin.gov.rs</a> <a href="mailto:veljko.urosevic@mfin.gov.rs">veljko.urosevic@mfin.gov.rs</a>	Tel/Fax: (+381 11) 765 2587