

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)**

**Republic of Serbia
Ministry of Education, Science and Technological Development (MoESTD)
INCLUSIVE EARLY CHILDHOOD EDUCATION AND CARE PROJECT
Loan No. IBRD86930**

The Republic of Serbia has received financing from the World Bank (Bank) toward the cost of the Inclusive Early Childhood Education and Care (ECEC) Project and intends to apply part of the proceeds of this loan funds to payments under the contract:

**PROJECT COORDINATOR FOR COMPONENT 3
(full term consultancy)
reference number: SER-ECEC-8693YF-IC-CS-18-13**

The Project Coordinator for Component 3 (full-time position) is responsible for direct supervision of all activities under Component 3 and for monitoring and coordination of activities under this component, except grant activities. Specific tasks and responsibilities of the Project Coordinator for Component 3 are to: perform functions of the MoESTD with regards to implementation of the Component 3, manage and facilitate all aspects of implementation of the Component 3 activities, except grant activities, in line with the Loan Agreement and the Project Operations Manual (POM); coordinate policy and strategy design, detailed planning, organizing, implementing and monitoring Component 3 related activities (except grant activities), as well as the agreed result indicators; arrange execution of the approved Implementation Plan, Procurement Plan and the Project Budget; supervise the Component 3 activities and project implementation; participate in establishing relevant MoESTD's working groups and bodies; establish and manage regular contact and cooperation with relevant sector within the Ministry of Labor, Employment, Veteran and Social Affairs; participate in important stakeholder consultations and make sure that the outcome of such consultations are incorporated in the final documents; together with CFU, take part in the pre-proposal conferences and in preparing clarifications to the participants of competitive selections regarding requirements for the goods and services; together with CFU, take part in contract negotiations for the selection of services under the Project; closely interact and cooperate on every-day bases with the MoESTD's focal point responsible for Component 3 of the Project; closely cooperate with the Project's Grant Coordinator; interact with the MoESTD staff, other authorities, CFU and the World Bank team on the operational issues of the Project; provide assistance and support to the Grant Coordinator and the PMU Project Director in preparing the Grant Operation Manual (GOM); participate in preparing and updating of Project related documents; ensure stakeholders' access to information related to the Component 3 and provide regular feedback; produce periodical and annual progress reports of the Component 3 and contribute to progress reports of the Project in general; make synergies with other MoESTD's projects; perform other tasks related to the Project at the request of the MoESTD official responsible for the Project and/or the Project Management Unit (PMU) Director.

For the Project Coordinator for Component 3 following is required: university degree, master or degree in management is an advantage; at least 7 years of relevant professional experience; excellent knowledge of the Republic of Serbia's preschool education and social system; excellent knowledge of system and legal framework of financial support to families; familiar with the relevant social programs for the families from the most vulnerable social groups,

especially with the Financial Social Assistance (FSA) and the Child Allowance (CA) programs; fluency in Serbian and good command of English; computer literate (MS Word, MS Excel, MS Project, Power Point, e-mail, Internet); knowledge of administrative structure and procedures at the local level (relation between local self-government, preschool institutions, health centers, social centers, etc.); knowledge and experience in other projects and initiatives related to early childhood education and care is an advantage; previous experience in World Bank financed projects is desirable; demonstrated ability to work in team; ability to work under pressure and meet deadline.

The Consultant shall provide full-time services for an initial period of one year. She/he will have a probationary period of six (6) months. Subject to satisfactory performance, the contract may be extended for the life of the project, i.e. until December 30, 2022. Expected start of services is July of 2018.

The Central Fiduciary Unit (CFU) of 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.

The following selection criteria with corresponding points will be used for the evaluation procedure:

Qualifications	20 pts
Working experience relevant to the assignment	50 pts
Knowledge of Serbian and English language and computer skills	30 pts

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011, revised 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

The Consultant will be selected in accordance with the Individual Consultants method set out in the Consultant Guidelines.

Interested consultants may obtain further information from the CFU at the address below from 08:00 to 15:00 hours.

Expressions of interest **in English language** must be delivered to the e-mail address below by **June 11, 2018, 12:00 Noon**, local time.

When submitting Expressions of interest **please indicate assignment and reference number for which you are applying.**

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