

**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 contracts:

- **Environmental Specialist, ref. no. SER-ECEC-8693YF-IC-CS-18-08;**
- **Social Specialist, ref. no. SER-ECEC-8693YF-IC-CS-18-09;**
- **Grant Coordinator, ref. no. SER-ECEC-8693YF-IC-CS-18-10.**

**Environmental Specialist
ref. no. SER-ECEC-8693YF-IC-CS-18-08**

The **Environmental Specialist (part-time position)** is responsible for carrying out all activities related to environmental safeguard arrangements for the Project. S/he is responsible to ensure that all civil-works related activities under Project Component 1 are undertaken in full compliance with the Project's Environmental and Social Management Framework (ESMF). This includes, but is not limited to: preparation of draft site-specific Environmental Mitigation and Monitoring Plans (EMPs), discussing these with the Bank and Ministry, their reviews and finalization; preparation and participation in the process of EMP public disclosure, including presentation of EMPs, preparation of Minutes of Public Meeting, and submission and discussion with the Bank and the Ministry; contribution to preparation of Tender Documents for the respective civil work contracts, and participation in the tender evaluation, if required; undertaking site visits and reviewing contractors' compliance with site-specific EMPs, including determining and suggesting remedial actions; preparation of non-compliance reports and keeping track of respective responses/actions undertaken; preparation of periodic Environmental Compliance Monitoring Reports; participating at the official meetings with the Bank; participating in the Bank and the Ministry periodical missions; other actions to enable the Project to meet the environmental and social requirements within the legal framework of the Republic of Serbia and in accordance with the Bank's environmental and social policies and procedures. The Environmental Specialist will also be responsible to review draft site-specific EMPs if prepared by the third parties, and dealing with the comments as may be received from the Bank.

For Environmental Specialist following is required: University degree in environmental sciences, engineering or natural sciences; Minimum 5 years of experience in environmental aspects of demand-driven development projects; Experience in preparation of Environmental Assessment /Management Plans; Strong experience in environmental problems prioritization, tools and methodology development, project management experience at local and regional level; Exposure to the development work with the international organizations is an advantage; Good interpersonal and communicational skills; Fluent knowledge of English language (speaking, writing and reading); Demonstrated ability to work in team; Computer literacy (MS Office); Advantage will be given to the applicants with the knowledges of the World Bank policies and procedures.

Social Specialist
ref. no. SER-ECEC-8693YF-IC-CS-18-09

The **Social Specialist (part-time position)** is responsible for carrying out and overseeing all activities related to the Project's social safeguards implementation. S/he must have working knowledge of the World Bank's Social Safeguards on Involuntary Resettlement (Operational Policy (OP) 4.12) and the Serbian legal framework relevant to expropriation/resettlement. The Social Specialist is responsible for ensuring that any expropriation/involuntary resettlement that may occur as a result of civil works foreseen under Project Component 1 is managed in compliance with the World Bank's OP 4.12 and the Project's Resettlement Policy Framework (RPF). The principle responsibilities of the Environmental Specialist include, but are not limited to: conduct screening of proposed sub-project locations for potential social impacts as described in the RPF "Resettlement Screening Checklist"; in cases where expropriation/involuntary resettlement cannot be avoided, the Specialist will prepare site-specific Abbreviated Resettlement Action Plans (ARAPs) in line with Project's RPF to be reviewed and cleared by the Bank; organize public consultations on ARAPs, including presentation of document and preparation of meeting minutes; ensure that preparation and implementation of civil-works related activities under Project Component 1 are undertaken in line with the Social Mitigation Plan described in the Project's Environmental and Social Management Framework (ESMF); monitor social parameters as per the instructions provide in the Social Monitoring Plan in the Project's ESMF; undertake site visits and review Municipality's compliance with site-specific ARAPs and the ESMF, including determining that evaluation is in line with OP 4.12 requirements, compensation is paid out in a timely manner and agreed social mitigation measures in the ESMF implemented; prepare periodic monitoring reports on social compliance based on monitoring indicators identified in the Social Monitoring Plan (part of ESMF) and the Project's RPF; the Social Specialist will be responsible for the establishment of the Project-level grievance mechanism, the "Central Feedback Desk," and the grievance administration as described in the ESMF and RPF; s/he will also support participating Municipalities to organize community stakeholder consultations to discuss the proposed construction or renovation of preschool facilities.

For Social Specialist following is required: University degree in social sciences or law; Minimum 5 years of experience in social aspects of demand-driven development projects; Documented experience in preparation of RPF and ARAPs; Strong experience in social problems prioritization, tools and methodology development, project management experience at local and regional level; Exposure to the development work with the international organizations and the World Bank is an advantage; Good interpersonal and communicational skills; Fluent knowledge of English language (speaking, writing and reading); Demonstrated ability to work in team; Computer literacy (MS Office).

Grant Coordinator
ref. no. SER-ECEC-8693YF-IC-CS-18-10

The **Grant Coordinator (full-time position)** is responsible for management, supervision and implementation of all grant-related activities of the Project. Specific tasks and responsibilities of the Grant Coordinator: manages and facilitates all aspects of implementation of grant-related activities under the Project in MoESTD, in line with the Loan Agreement and the Project Operations Manual (POM); coordination of policy/strategy design, detailed planning, organizing, implementing and monitoring grant related activities, as well as the agreed result indicators; coordinates with the PMU and CFU colleagues the activities across all project components, align the component on grants with other project interventions to maximize the project performance; jointly with the PMU Director prepares and updates Grant Operations Manual (GOM) and other related Project documents; organizes

all grant activities related to design, municipality based implementation and related facilitation, including day-to-day communication with grant recipients; prepares procedures and documents necessary for grant implementation; prepares manuals and guidelines for grant awards and implementation, organize timely distribution of these documents to stakeholders; participates in establishment and in providing support to the Grant Approval Committee (GAC), in accordance with the Loan Agreement, POM and GOM; participates in drafting the contracts between MoESTD and grant recipients; ensures stakeholders' access to information related to the grants and provides regular feedback to them; organizes evaluation and auditing of the grant programs, supervise the work of evaluators and auditors and utilizes the recommendation from evaluation and audit reports into the GOM; produces periodical and annual progress reports of the sub-component and contributes to progress reports of the Project in general; makes synergies with other MoESTD's projects; performs other tasks related to the Project at the request of the MoESTD official responsible for the Project and/or the PMU Director.

For Grant Coordinator following is required: University degree in the field of social sciences, master degree in management is an advantage; At least 7 years of relevant professional experience in related jobs; Excellent knowledge of legal framework and public administration structure and procedures; Previous experience in implementation of the World Bank funded projects and other internationally financed projects in Serbia is strongly preferred; Excellent verbal and written communication skills in Serbian and English; Demonstrated ability to work in team; Ability to work under pressure and meet deadline; Computer Literate (MS Word, MS Excel, MS Project, Power Point, e-mail, Internet); Ability to work under pressure and meet deadline.

The consultants shall provide services for an initial period of one year. Subject to satisfactory performance, the contracts may be extended for the life of the project, i.e. until December 30, 2022. Expected start of services is May/June of 2018.

The 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:

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| - 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.

Each 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 **May 04, 2018, 12:00 Noon**, local time.

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

Central Fiduciary Unit
Ministry of Finance
11000 Belgrade, Serbia
Sremska 3-5
Tel./Fax: +381 11 2021531
To: liljana.krejovic@mfin.gov.rs
Cc: liljana.dzuver@mfin.gov.rs
Cc: ecec@mpn.gov.rs