

**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 ONE
(full term consultancy)
reference number: SER-ECEC-8693YF-IC-CS-18-16**

The Project Coordinator for Component One will directly monitor and coordinate activities under this component. He/she will be assigned with responsibilities aimed at implementation of measures and coordination of activities of the organizations and institutions under the project, including operational decision-making, coordination of acceptance of goods, works and services, resolving problems and monitoring project implementation activities under component one.

Specific tasks and responsibilities of the Project Coordinator for Component One are:

- Interaction with the MoESTD, other authorities, PMU Director, CFU and the World bank team on the operational issues of the Project;
- Assisting the MoESTD in performing functions of the Client with regards to implementation of the component one of the Project;
- Preparing and arranging execution of the approved Implementation Plan, Procurement Plan and the Project Budget;
- Control over the component one project implementation and ensuring the achievement of the project results;
- Together with the PMU Director and coordinators of other project components, preparing methodology for selection of final list of municipalities and specific construction and renovation sites;
- Coordinate the reports of other engineering experts in the Component 1 Team regarding the technical documentation for civil works;
- Ensure that effective implementation, monitoring and supervision tools are developed and implemented;
- Engage with various local authorities and all relevant local stakeholders for obtaining necessary information and literature and discussions related to construction;

- Site visits and coordination of site visits by other consultants in component one; overall monitoring of the progress of construction/renovation related activities;
- Participate in important stakeholder consultations and follow up in incorporating on the outcome of such consultations in the final documents;
- In coordination with the Environment Specialist and Social Specialist, undertake any other tasks that are necessary for successful completion of preparatory activities related to environmental and social impacts;
- Coordination of monitoring the safety and proper use of commissioned premises of preschools, as well as the equipment procured under the Project;
- Together with CFU, take part in the pre-bid meetings / pre-proposal conferences and in preparation of clarifications in response to the queries of the bidders/ participants of competitive selections in terms of the requirements to the goods, works and services;
- As a member of evaluation committees, take part in evaluation of the bids of the procurement of goods, works and services under the Project Component 1;
- Together with CFU, take part in contract negotiations for the procurement of goods, works and services under the Project;
- Get acquainted with / review sets of bidding documents / RFPs under the Project prepared by CFU and LSGs and, if necessary, make proposals for amendments;
- Organization of preparation and approval of Terms of Reference and/or technical specifications for procurement of goods, works and services under the Project;
- Assisting in full implementation of Environment and Social Safeguard Procedures during the construction and reconstruction of preschools and other buildings within the Project;
- Approval of payments for goods, works and services under contracts within Component 1;
- Preparing framework for keeping records of construction supervision of project activities;
- Other tasks related to the Project at the request of the MoESTD official responsible for the Project and/or the PMU Director.

For the Project Coordinator for Component One following is **required**:

- At least MA/MS degree with specialization in an infrastructure development, ideally with the background in engineering, economics or architecture;
- At least 10 years of relevant professional experience in working on public investment or equivalent combination of education and experience;
- Solid knowledge of Public Financial Management (PFM) issues and practices;
- Prior experience working with Public Investment Management (PIM), including appraisal methods and analysis of public investment data on national, sector and project level;
- Ideally, experience in public investment work in either central government level or municipality(ies);
- Excellent contextual knowledge of the Serbian public sector including budget and fiscal issues;
- Knowledge of Office automation (e.g. Excel, Word);
- Excellent writing, communication, and data manipulation skills;
- Fluency in Serbian and excellent command of English;
- Knowledge of energy efficient engineering is preferable.

The Consultant shall provide full time services for the life of the project, i.e. until December 30, 2022, with a probationary period of six (6) months. Expected start of services is September 2018.

The Central Fiduciary Unit (CFU) 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.

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 **September 06, 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: ljljana.krejovic@mfin.gov.rs
Cc: ljljana.dzuver@mfin.gov.rs
Cc: ecec@mpn.gov.rs