

**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 THREE  
(full term consultancy)  
reference number: SER-ECEC-8693YF-IC-CS-18-27**

**Tasks and responsibilities** of the Project Coordinator for Component Three are:

- Performs functions of the MoESTD with regards to implementation of the Component 3, manages and facilitates all aspects of implementation of the Component 3 activities, except grant activities, in line with the Loan Agreement and the Project Operations Manual (POM);
- Coordinates policy and strategy design, detailed planning, organizing, implementing and monitoring Component 3 related activities (except grant activities), as well as the agreed result indicators;
- Arranges execution of the approved Implementation Plan, Procurement Plan and the Project Budget;
- Supervises the Component 3 activities and project implementation;
- Participates in establishing relevant MoESTD's working groups and bodies;
- Establishes and manages regular contact and cooperation with relevant sector within the Ministry of Labor, Employment, Veteran and Social Affairs;
- Participates in important stakeholder consultations and makes sure that the outcome of such consultations are incorporated in the final documents;
- Together with Central Fiduciary Unit (CFU), takes 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, takes part in contract negotiations for the selection of services under the Project;
- Closely interacts and cooperates on every-day bases with the MoESTD's focal point responsible for Component 3 of the Project;
- Closely cooperates with the Project's Grant Coordinator;
- Interacts with the MoESTD staff, other authorities, CFU and the World Bank team on the operational issues of the Project;
- Participates in preparing and updating of Project related documents;

- Ensures stakeholders' access to information related to the Component 3 and provides regular feedback;
- Produces periodical and annual progress reports of the Component 3 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 the Project Coordinator for Component Three following is **required**:

- University degree in social science;
- Master in Communication, PR and/or marketing is an advantage;
- At least 7 years of relevant professional experience;
- Fluency of Serbian and good command of English (B2 level Certificate) ;
- Computer Literate (MS Word, MS Excel, MS Project, Power Point, e-mail, Internet);
- At least basic level of project management methodology according to PMI standards;
- Knowledge of administrative structure and procedures at the local level (proven close cooperation with municipalities on the projects);
- Knowledge and experience in projects and initiatives related to early childhood education/multi-cultural/ vulnerable groups as well as rising awareness among wider community;
- Previous experience in international financed projects (WB, EBRD, EC, UNESCO, UNICEF...) is an advantage;
- Participation in projects related to children education and/or spreading awareness supported by relevant Ministry of Education and/or other relevant local municipal secretariats for education is an advantage;
- Experience in the projects which include multi-cultural and/or vulnerable groups;
- Experience and expertise to plan and manage a communications strategy, including:
  - Developing key messages,
  - Prioritizing stakeholder groups,
  - Researching perceptions;
- Working experience in the basic tools/techniques of communications, including:
  - Media relations (press releases, articles, interviews, mass mailings),
  - Speaker platforms (speeches/presentations to stakeholders),
  - Special events and functions (launches, conferences, parties);
- Analytical, writing and presentation skills – presentations and reports;
- Close cooperation with media;
- 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 January 2019.

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 (scanned diplomas to be sent with CV).

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 **January 03, 2019, 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**  
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