

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

Republic of Serbia

## The Western Balkan Trade and Transport Facilitation Project (WBTF)

Project ID No. P162043

### Assignment Title:

**Individual Consultant (part time) – Environment, Social and Citizen Engagement Specialist,  
Reference No. SER- WBTF -IC-CS-20-11**

The International Bank for Reconstruction and Development (IBRD) has granted to the Republic of Serbia (RoS) EUR 35 million loan for The Western Balkan Trade and Transport Facilitation Project (WBTF). WBTF project is a part of a Multiphase Programmatic Approach covering in the first phase Serbia, Albania and North Macedonia supporting a combination of investments, technical assistance and regulatory and institutional reforms. WBTF project aims to support Western Balkan governments to promote deeper economic integration, within the region and the EU by assisting with the implementation of measures aiming at: facilitating cross-border movement of goods, enhancing transport efficiency and predictability and enhancing market access for trade in services and investments.

RoS intends to apply part of the proceeds to payments for consulting services to be procured under this project.

**The Environment, Social and Citizen Engagement Specialist will be responsible for performance of the following tasks:** Assist in the development process of an Environmental and Social Safeguards guideline in consultation with the World Bank and PIU team to be used by line ministries in the plan and implementation process of the Project; Prepare Environmental and Social safeguard plans and ensure that such plans are approved by relevant authorities before implementation, review them on a regular basis and keep them up to date at all times; Lead on developing and delivering a series of spot checks to ensure safeguards policies are properly implemented at grassroots level in line with the guideline; Provide substantive advice on safeguard issues to sectors in order to promote enhanced investment on building a climate resilient green economy; Raising of awareness on health and safety issues among stakeholders, consultants, contractors; Conduct risk assessment and enforce preventive measures on HSSE; Initiate, organize and conduct HSSE training and workshops for contractors, consultants and other stakeholders; Analyze environmental and social developments and provide technical and substantive support in setting targets for the realization of the goal of building a climate resilient green economy; Based on the approved Project Implementation Plan, assist in finalization of the tender documents following the WBs Procurement Policies and Rules. Tender documents must clearly state all the requirements bidders are required to meet including environmental, health, safety and social (EHSS) standards and all criteria that will be applied in the evaluation of offers; Inspect work sites and the work of personnel to identify issues or non-conformity, and enforce necessary actions where unsafe acts or processes that seem dangerous or unhealthy are detected. Frequency will be agreed with the Client; Oversee installations, maintenance and disposal of substances, plant and equipment, etc. to ensure they are done in conformity with applicable regulations and industry best practice; Record and investigate incidents (including near misses) to determine the cause and to propose improvements to processes in the future; Prepare reports on incidents (including near misses) and compile statistical information to the Head of PIU, Project Coordinator and the Bank; Check with contracts, memoranda of understanding and/or other necessary

agreements required for the disbursement of funds for approved actions against the set standards for environment and social safeguard; Ensure a safe workplace environment is maintained at all times without risk to the health and safety of everyone including workers, stakeholders and the general public; Ensure the contractor meets its statutory obligations in all areas pertaining to health, safety and welfare at work including statutory training and reporting; Ensure that stakeholder consultation, human rights, labor conditions, cultural heritage and social inclusion of all sectors of society are addressed as required; Any other task assigned by the Head of PIU.

It is expected that the period over which the consultant shall provide the Services will be 48 months, or any other period as may be subsequently agreed by the parties in writing. The assignment is part-time and it is estimated that the inputs of the Consultant will be, on average, approximately 10 days per month over the Contract period. The Consultant should be available to commence in 45 days after the present notice will be published.

**In order to be selected, the Consultant must possess, at the minimum, the following qualifications:**

- **Educational qualifications:** advanced university degree (Master's degree or equivalent) in environmental sciences, engineering or other relevant social science. Bachelor's Degree in in required discipline with a combination of two (2) additional years of relevant experience may be accepted in lieu of the advance university degree;
- **Years of experience:** A minimum 8 years of extensive working experience out of which 5 years in the field of Environment and Social Safeguards and Environmental management, policy development and implementation. Active involvement in international environment and social safeguard application is an advantageous;
- Track record of successfully working with governments on environment and social safeguard, climate change and sustainable development agenda is preferable;
- Extensive knowledge of World Bank's policies, procedures and practice is an advantage;
- Ability to work as a part of a team, sharing information and coordinating efforts within the team;
- Excellent knowledge of written and spoken Serbian and English;
- Knowledge of the program operation areas is advantageous.

The detailed Terms of References for the above referenced consulting services is posted on the official website of the Ministry of Construction, Transport and Infrastructure <https://www.mgsi.gov.rs/en>.

The 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 evaluation criteria for the assignment:

- Specific Experience relevant to the Assignment ( 40 Points)
- Qualifications and Competence relevant to the Assignment ( 60 Points)

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 and August 2018** ("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.

Interested consultants may obtain further information from the CFU at the address below from 09:00 to 15:00 hours.

Expressions of interest **in English language** must be delivered to the e-mail address below by **September 17, 2020, 12:00 Noon**, local time.

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

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
To:	<a href="mailto:zorica.petrovic@mfin.gov.rs">zorica.petrovic@mfin.gov.rs</a> Ms. Zorica Petrović Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	<a href="mailto:ljljana.dzuver@mfin.gov.rs">ljljana.dzuver@mfin.gov.rs</a> <a href="mailto:ljljana.stojic@mgsi.gov.rs">ljljana.stojic@mgsi.gov.rs</a>	11000 Belgrade, Serbia Tel/Fax: (+381 11) 202-15-30

## **TERMS OF REFERENCE**

### **ENVIRONMENT, SOCIAL AND CITIZEN ENGAGEMENT SPECIALIST**

#### **Western Balkan Trade and Transport Facilitation Project (Part referred to Republic of Serbia)**

##### **1. Background**

The International Bank for Reconstruction and Development (IBRD) launched Multiphase Programmatic Approach to facilitate the achievement of the Western Balkans Governments' goal of reducing trade costs and increasing transport efficiency. The Program includes two phases, where phase 1 includes Albania, North Macedonia and Serbia, and phase 2 other beneficiaries in the Western Balkan.

For the purpose of financing of the Western Balkan Trade and Transport Facilitation Project (WBTF Project), part of Phase 1 of the Program, IBRD has granted to the Republic of Serbia (RoS) EUR 35 million loan to support a combination of investments, technical assistance and regulatory and institutional reforms.

At the regional level, the Secretariat for Transport Community Treaty (TCT) will play the role of the regional coordination and liaison office for the Western Balkans Six, for all the transport related dimensions of the project. The CEFTA Secretariat will play the same role for the trade elements of the proposed project.

At the national level, Project Implementation Unit (PIU), within the Ministry of Construction, Transport and Infrastructure of Republic of Serbia (MCTI), has primary responsibility for Project execution ensuring that the project development objectives are met.

These Terms of Reference relate to the Environment, Social and Citizen Engagement (ESCE) Specialist of the PIU. The Ministry of Construction, Transport and Infrastructure of Republic of Serbia (MCTI) intends to engage a highly qualified (local) individual consultant to provide services as ESCE of the PIU. The successful candidate will work closely with the MCTI (the Client) and other relevant stakeholders to ensure that the ESCE related activities of the Project are managed efficiently both technically and in compliance with the objectives of the Project documents. The consultant, always aligned with the Head of PIU, shall interact and liaise with a significant number of different Ministries through their focal points, units and agencies and also a number of other external bodies, contractors, consultants, World Bank, partners, and other agencies in the Western Balkans at the same time. Creativity, initiative, analytical capacity and team work are therefore required to cope with such diverse demands and actors, which makes working experience in the Region desirable and similar working experience on ESCE operation essential. The main challenge is to ensure that the contractor/consultant produce an acceptable quality of work within the budget allowances and time, so that the objectives of the Project are achieved.

##### **2. General Information**

Individual Consultant Title: Environment, Social and Citizen Engagement Specialist of the Project Implementation Unit. The Consultant shall report to the Head of PIU.

##### **3. Position in Organization**

Immediate superior: Head of PIU.

#### **4. Objective**

Objective of the Project is to reduce trade costs and increase transport efficiency in Serbia. The Project consists of the following parts:

Component 1: Facilitating movement of goods across the Western Balkans. The component focuses on (a) the design and adoption and implementation of the National Single Window (NSW); (b) implementation of Electronic Data Interchange (EDI) for railways.

Component 2: Enhancing transport efficiency and predictability. This component will focus on (a) the adoption of an Intelligent Transport System (ITS), (b) the improvement of Railway Level Crossings (RLC) and c) development of a Reliability, Availability, Maintainability and Safety System (RAMS), towards better maintenance and safety of the railway infrastructure.

Component 3: Improve market access in services and foster regional investments (this Component is covered by grant resources from other development partners, which complements the support from the World Bank Group) and

Component 4: Support project implementation unit (PIU) and provide additional technical support, including for policy coordination, operating costs, and monitoring and evaluation of the program.

#### **5. Main Position Objective**

Main objectives are determined as follow:

- To assist in preparation of tender documents in accordance with the WB Procurement Policies and Rules (PPRs) and with the WB Environment and Social Performance Requirements, where applicable. To achieve this objective, the Consultant will carry out the tasks detailed in the next section;
- To support the PIU during contract implementation, including assessment of any requested change(s) variation orders and to provide technical input as needed;
- To ensure full coordination with the Construction Engineers, Site Engineers and other contractor's personnel. In general, the ESCE Specialist's role is to ensure that people and environment are not harmed as a result of the works of the contractors to be selected by ensuring compliance with relevant occupational health and safety, social and environmental regulations, procedures, guidelines and specifications;
- To provide advice on measures needed to eliminate health and safety hazards, and reduce negative environmental and social impacts;
- To transfer knowledge and skills to all stakeholders by introducing international standards and best practice in project planning, project management and environmental, health, safety and social (EHSS) requirements. The transfer of knowledge and skills is intended to result from collaborative working between the Consultant and the PIU staff.

## 6. Scope of Work

The Environment, Social and Citizen engagement Specialist will be responsible for performance of the following tasks:

- Assist in the development process of an Environmental and Social Safeguards guideline in consultation with the World Bank and PIU team to be used by line ministries in the plan and implementation process of the Project;
- Prepare Environmental and Social safeguard plans and ensure that such plans are approved by relevant authorities before implementation, review them on a regular basis and keep them up to date at all times;
- Lead on developing and delivering a series of spot checks to ensure safeguards policies are properly implemented at grassroots level in line with the guideline;
- Provide substantive advice on safeguard issues to sectors in order to promote enhanced investment on building a climate resilient green economy;
- Raising of awareness on health and safety issues among stakeholders, consultants, contractors;
- Conduct risk assessment and enforce preventive measures on HSSE;
- Initiate, organize and conduct HSSE training and workshops for contractors, consultants and other stakeholders;
- Analyze environmental and social developments and provide technical and substantive support in setting targets for the realization of the goal of building a climate resilient green economy;
- Based on the approved Project Implementation Plan, assist in finalization of the tender documents following the WBs Procurement Policies and Rules. Tender documents must clearly state all the requirements bidders are required to meet including environmental, health, safety and social (EHSS) standards and all criteria that will be applied in the evaluation of offers.
- Inspect work sites and the work of personnel to identify issues or non-conformity, and enforce necessary actions where unsafe acts or processes that seem dangerous or unhealthy are detected. Frequency will be agreed with the Client;
- Oversee installations, maintenance and disposal of substances, plant and equipment, etc. to ensure they are done in conformity with applicable regulations and industry best practice;
- Record and investigate incidents (including near misses) to determine the cause and to propose improvements to processes in the future;
- Prepare reports on incidents (including near misses) and compile statistical information to the Head of PIU, Project Coordinator and the Bank;
- Check with contracts, memoranda of understanding and/or other necessary agreements required for the disbursement of funds for approved actions against the set standards for environment and social safeguard;
- Ensure a safe workplace environment is maintained at all times without risk to the health and safety of everyone including workers, stakeholders and the general public;
- Ensure the contractor meets its statutory obligations in all areas pertaining to health, safety and welfare at work including statutory training and reporting;
- Ensure that stakeholder consultation, human rights, labor conditions, cultural heritage and social inclusion of all sectors of society are addressed as required;
- Any other task assigned by the Head of PIU.

## **7. Reporting Requirements**

The Consultant will provide Quarterly Progress Reports, within 10 (ten) days after the end of the three-month period for which the report is due. The report should contain at least the status of progress, problems encountered, corrective actions needed, rationale for actions. The Consultant shall prepare ad-hoc reports on any major project issues raised during Project implementation, at the Head of PIU, Client or Bank's request.

During the course of the work under this Contract, the consultant will complete timesheets to identify the time spent.

The reporting authority is Head of PIU.

## **8. Qualifications**

- Educational qualifications: advanced university degree (Master's degree or equivalent) in environmental sciences, engineering or other relevant social science. Bachelor's Degree in in required discipline with a combination of two (2) additional years of relevant experience may be accepted in lieu of the advance university degree;
- Years of experience: A minimum 8 years of extensive working experience out of which 5 years in the field of Environment and Social Safeguards and Environmental management, policy development and implementation. Active involvement in international environment and social safeguard application is an advantageous;
- Track record of successfully working with governments on environment and social safeguard, climate change and sustainable development agenda is preferable;
- Extensive knowledge of World Bank's policies, procedures and practice is an advantage;
- Ability to work as a part of a team, sharing information and coordinating efforts within the team;
- Excellent knowledge of written and spoken Serbian and English;
- Knowledge of the programme operation areas is advantageous.

## **9. Restrictions**

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

In addition to the standard conflict of interest restrictions specified in the consulting Contract, all materials created under this Contract will remain the sole property of the Government of Serbia (GoS) and relevant institution. Re-use of the materials will require the formal, written approval of the benefitting GoS institution(s).

The Consultant shall have no material interest in any of the outputs of this assignment.

On the commencement of the assignment, the Consultant will jointly prepare with the Client a Statement of Confidentiality that will bind the Consultant to nondisclosure of any sensitive information that the Consultant may become knowledgeable of in the course of the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Serbia.

## **10. Length of Assignment**

It is expected that the period over which the consultant shall provide the Services will be 48 months, or any other period as may be subsequently agreed by the parties in writing. The assignment is part-time and it is estimated that the inputs of the Consultant will be, on average, approximately 10 days per month over the Contract period. The Consultant should be available to commence in 45 days after the present notice will be published. The Consultant will use the PIU premises in Belgrade, but should be ready to travel throughout the country for attending meetings/site visit(s).

## **11. Facilities to be provided to the Consultant**

The Client will be responsible for provision of the following:

- Fully equipped office space, with access to Internet, local telephone line, printing, photocopying and document binding;
- Access to necessary documents; and
- Where the Consultant is required to travel, to site or elsewhere in accordance with the Client's instruction, transportation costs will be borne by the Client.

## **12. Selection of Consultant**

The Consultant will be selected applying Open competition method.

The Consultant is eligible and his selection does not create any conflict of interest as provided in the Bank's Procurement Regulations.