REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia**

**Local Infrastructure and Institutional Development (LIID) Project**

**Project ID No. P174251**

**Assignment Title:**

* **Public Procurement Specialist (full-time), Reference No. SER-LIID-IC-CS-25-41**

The Republic of Serbia has received financing from the World Bank and the Agency Francaise de Development toward the cost of the Serbia Local Infrastructure and Institutional Development (LIID) Project, and intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

**Scope of work**

The Public Procurement Specialist will be tasked with overseeing and enhancing procurement processes within the Project Implementation Unit (PIU) and Local Self-Governments (LSGs) in the process of implementation of Component 1.1. of the LIID Project.

Additionally, the specialist will act as a liaison between the PIU, World Bank (WB), Ministry of Construction, Transport and Infrastructure (MCTI), Agence Française de Développement (AFD), and Central Fiduciary Unit (CFU).

The scope of work encompasses the following tasks:

1. Review and Quality Assurance of Tender Documentation

* Conduct thorough reviews of tender documentation prepared by Local Self-Governments (LSGs) for civil works, including bidding documents, technical specifications, draft contracts, and evaluation criteria.
* Ensure that all documentation is complete, accurate, and fully compliant with the applicable laws of the Republic of Serbia and applicable standards and requirements of the LIID project.
* Verify that procurement documents are consistent with project objectives and tailored to ensure fair competition, value for money, and transparency.
* Provide written feedback and recommendations to LSGs to improve the clarity, completeness, and quality of the tender documents.
* Support the PIU in ensuring that all reviewed documentation is properly archived and referenced for audit and supervision purposes.

2. Procurement Process Oversight and Compliance

* Monitor procurement processes carried out by LSGs to ensure that they are conducted in accordance with agreed procedures, timelines, and requirements.
* Assist the PIU in identifying any deviations from procurement plans or non-compliance with applicable rules, and recommend corrective actions.
* Participate in tender evaluation processes as a member of committee needed to ensure adherence to the established evaluation methodology and fair treatment of bidders.

3. Assessment and Streamlining of LSG Procurement Practices

* Conduct a targeted review of procurement practices at the LSG level, focusing on the preparation, advertising, and evaluation of tenders for civil works.
* Identify systemic issues or inefficiencies that affect the quality or timeliness of tender documentation and propose practical solutions.
* Recommend improvements to standard templates, checklists, and review procedures to help ensure higher consistency and efficiency in future procurements.

4. Limited Capacity Support and Technical Guidance

* Provide on-demand technical guidance to LSG staff during procurement planning and document preparation, with a focus on compliance and risk mitigation.
* Offer input to improve LSG understanding of key procurement concepts as they relate to World Bank-funded projects, particularly in areas such as competitive bidding and evaluation methods.

5. Reporting and Documentation

* Prepare regular monthly reports summarizing findings from tender document reviews, common issues observed, and recommended actions.
* Maintain a register of reviewed tender packages, noting the stage of completion, key risks identified, and follow-up actions.
* Contribute to procurement-related sections of project progress reports and supervision documentation for review by the World Bank and project stakeholders.

The Consultant shall provide full time services for the life of the project, i.e. until November 30, 2028, with a probationary period of six (6) months

**Required qualifications:**

* Mandatory criterion:
  + Minimum Bachelor’s degree in Law, Economics, or a relevant field.
  + Minimum of 5 years of professional experience in public procurement conducted in accordance with the laws of the Republic of Serbia.
  + Minimum 3 years of experience working with or supporting local authorities on public procurement processes in civil works.
* Specific experience:
  + Experience in developing project budgets and tracking the financial execution of construction infrastructure projects will be considered as an advantage.
  + Experience in the preparation of documentation for international tenders will be considered as an advantage.
  + Experience with administrative procedures and financial documentation requirements at both the state and local government levels in Serbia will be considered an advantage.
  + Excellent command of written and spoken Serbian and English.
  + Excellent command of computer skills: MS Office

The Ministry of Construction, Transport and Infrastructure and the Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

• Qualifications and Competence relevant to the Assignment (50 points)

• Specific Experience relevant to the Assignment (50 points)

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the ***World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017, August 2018*** ***and November 2020)*** (“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.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the email below, by **August 4, 2025, 12:00 hours, noon**, local time.

Interested consultants must provide **Cover Letter** (**name and reference number of the assignment to be indicated in the email**) and **CV** representing description of similar assignments, experience in similar assignments and availability of required skills (**scanned diplomas to be sent with CV**).

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| **Contact:** | **E–mail:** | **Address:** |
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