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:**

* **Local Self Government Liaison Officer**

**(part-time individual consultant), Reference No. SER-LIID-IC-CS-24-23**

The Republic of Serbia has received financing in the amount of EUR 265,200,000 equivalent 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**

Consultant will be responsible for providing administrative support to ensure efficient operation of the PIU. Supports will be provided through a variety of tasks related to organization and communication with beneficiaries (Local authorities). Responsible for confidential and time sensitive material.

The scope of work of the Local Self Government Liaison Officer shall include, but not be limited to the following

* Support in preparation of overall management activities for Component 1- Component 1. Climate Smart Mobility ;
* Support in organizing and scheduling meetings and appointments with LSG s ;
* Support in preparation of documents for meetings and field visits during implementation of LSG s sub projects ;
* Draft Minutes of the meetings , workshops and visits of LSG s ;
* Keep up-to-date and prepare for archiving all documentation relevant to Component 1. Climate Smart Mobility ;
* Communication and responding to LSG s regarding technical issues during implementation of Component 1. Climate Smart Mobility ;
* Support Head of PIU and Deputy Head of PIU in correspondence with LSG s regarding collection of project documentation;
* Support in monthly update of LSG s project implementation under Component 1. Climate Smart Mobility ;
* Produce and distribute correspondence memos, letters and forms;
* Preparing drafts of internal documents relevant for the Project Component 1. Climate Smart Mobility;
* Perform other duties in support of Project preparation and implementation as required by the Head of PIU

**Reporting requirements**

* The Consultant will work under supervision of and report to the Head of PIU .

**Timeframe and Duration**

The Consultant shall provide part time services up to 11 working days per month for the life of the project, i.e. until November 30, 2028, with a probationary period of six (6) months

The Consultant shall deliver all the expected outputs at the daily rate that will be dependent on the qualifications, as well as approved project budget.

The Consultant shall not be engaged more than 48 hours per week cumulatively for this assignment plus any other additional assignments/contracts.

**Required qualifications:**

* Advanced university degree (Masters degree or equivalent) in architecture, traffic engineering, civil engineering, mining and geology
* At least 7 years of professional experience in similar position ;
* At least 5 years of professional experience in work with local authorities ;
* Experience in administration, data base and archiving will be considered as an advantage ;
* Experience in cooperation, correspondence and communication with local authorities will be considered as an advantage;
* Excellent communication and data manipulation skills;
* Excellent time management skills and ability to multi-task and prioritize work;
* Attention to detail and problem solving skills;
* Knowledge of computer, office software and web-based applications use;
* Ability to function within a team, deliver when working under pressure and within changing circumstances;
* Strong organizational and planning skills;
* Excellent knowledge of written and spoken Serbian and English;
* Prior working experience with or for public institutions will be considered as an advantage

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 applicable remuneration will be established considering the market range for similar assignment and previous candidate remuneration for similar services. During the negotiation of the contract the successful candidate is expected to provide evidence for previous remuneration level (copies of contracts, pay slip, etc.

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 **March 29, 2024, 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 conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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