**WBTTF Project**

**TERMS OF REFERENCE**

**Head of PIU**

**Background**

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 (WBTTF). WBTTF project is a part of a Multiphase Programmatic Approach covering in the first phase Serbia, Albania and Republic of Macedonia supporting a combination of investments, technical assistance and regulatory and institutional reforms. WBTTF 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.

**Objective**

Objective of the Projectis to reduce trade costs and increase transport efficiency in the Western Balkans. The program is structured around the following four components, which are common across the region and phases, albeit the specific scope of activities is adjusted for each beneficiary. 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) the improvements of border crossing points and crossing points in selected trade corridors, and the implementation of Electronic Data Interchange (EDI). Component 2: Enhancing transport efficiency and predictability. This component will focus on (a) the adoption of an Intelligent Transport System (ITS) and corridor performance monitoring, and (b) the improvement of Railway Level Crossings (RLC). Component 3 -Improve market access in services and foster regional investments Support through technical assistance for the implementation of regulatory and institutional reforms to align with the parties specific commitments under: Central European Free Trade Agreement (CEFTA) Additional Protocol 6; and Multi-annual Action Plan for a Regional Economic Area in the Western Balkan (MAP). Component 4. Support project implementation units (PIU) and provide additional technical support, including for policy coordination, operating costs, and monitoring and evaluation of the program.

The project implementation will be anchored in the Ministry of Construction, Transport and Infrastructure (MCTI) and procurement and fiduciary roles are hosted in the Central Fiduciary Unit (CFU) within the Ministry of Finance. The MCTI will be ultimately accountable for execution of project activities and the project implementation would rely on its existing structures, with the additional support of the Project Implementation Unit (PIU) that will be established under the project. Decisions will be made by the MCTI in coordination with the PIU. The PIU will have direct responsibility for project management, coordination, and implementation /enforcement. The PIU will report to the MCTI management and will be responsible for day-to-day project implementation, for preparing TORs, reviewing documents, overall project coordination, monitoring activities, safeguard, and reporting.

**Scope of Work – Head of PIU**

The scope of work of the Head of PIU shall include, but not be limited to the following

* Organize, coordinate, integrate, and monitor operations of the PIU and the institutions involved in the project during its preparation and implementation. The Head of PIU will ensure timely preparation and implementation of the Project Procurement Plan created by the CFU, as well as other relevant documentation, and drafting and submission of reports and requests for disbursement of project funds;
* Liaise with the focal points in the relevant institutions /line ministries regarding technical inputs to the Procurement Documents as well as the assessment of technical documentation
* Coordinate with the focal points in the Ministries and agencies involved in the Project, who will be responsible for monitoring and reporting on implementation in their respective entities
* Develop, improve, and implement project procedures and protocols as established under rules and regulations of the relevant financier, and ensure adherence to such procedures, as well as any other relevant documents;
* Manage preparation and implementation of the project and cooperate with the MCTI, line ministries and institutions, and the CFU to ensure timely and sound accomplishment of project activities and adherence to terms and conditions of the specific Loan Agreement and timely project budgeting;
* Oversee day-to-day activities of the PIU, evaluate performance and operational effectiveness (including ongoing staff evaluation and feedback on their performance), and recommend changes where necessary;
* Develop and supervise implementation of standardized administrative and operating procedures for the PIU, including but not limited to maintenance of record-keeping and data storage systems; accounting and reporting formats for financial transactions of the project; procurement and contract monitoring system, etc.;
* Regularly monitor the status of project activities (by drafting and updating preparation and implementation plans and schedules, operational manuals, payment projections, etc.), including by drafting and submitting comprehensive progress reports, as mandated under the terms and conditions of the specific Loan Agreement; drafting proposed changes to project documents to reflect the expected results; and delivering other reports regarding the project (such as annual reviews and semi-annual financial statements);
* Take part in development, improvement, and implementation of procedures envisaged under the annual project budget; preparation of supplementary budgets where required; and cooperate with finance staff of the line ministries and the Ministry of Finance, to ensure all expected project costs are fully captured;
* Assesses whether the Terms of Reference for experts who will be engaged for the project, contain specific conditions, tasks and activities defined by the financiers’ relevant rules and regulations, to ensure full compliance;
* Submit monthly reports on his/her performance and the performance of experts and other PIU staff for approval of payment for services rendered;
* Provide internal training on project-related matters to staff of the MCTI and relevant ministries;
* Perform other duties in support of project preparation and implementation, as required

**Reporting requirements**

The Consultant shall report to the Project Coordinator.

**Profile of the Head of PIU**

The Head of PIU should possess:

* Advanced degree or minimum 4-year university degree in economics, international economic relations, governance, public sector, MBA or other relevant fields.
* Minimum 8 years of total professional experience, out of which at least 5 years of experience managing projects and staff, and at least 3 years of relevant experience with projects of international financial institutions;
* 5 year experience working in the transport sector would be considered as an advantage
* Experience working with or within both the public and private sector.
* General knowledge of procurement and financial management procedures of international financial institutions. Previous experience with World Bank or EU projects will be an advantage;
* Possession of PMP (Project Manager Professional) or Prince 2 certificate will be considered as an advantage;
* Knowledge of computer, office software and web-based applications use.
* Ability to organize and motivate team, deliver when working under pressure and within changing circumstances;
* Excellent writing/reporting and presentation skills;
* Excellent interpersonal, networking and team building skills.
* Excellent knowledge of written and spoken Serbian and English.

**Length of assignment**

The Consultant shall provide full time services for the life of the project, i.e. until December 15, 2025, with a probationary period of six (6) months.

**Facilities to be provided to the Consultant**

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

**Confidentiality**

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.

**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.