

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

Republic of Serbia

The Western Balkans Trade and Transport Facilitation Project (WBTF)

Project ID No. P162043

Assignment Title:

Individual Consultant (part time)- Technical Expert of the PIU to support National Single Window in Republic of Serbia, Reference No. SER-WBTF-IC-CS-20-16

The International Bank for Reconstruction and Development (IBRD) has granted to the Republic of Serbia (RoS) EUR 35 million loan for The Western Balkans 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 Technical Expert of the PIU to support National Single Window (NSW) in the Republic of Serbia will be responsible for the following duties: Support to the Trade and Customs Expert (NSW) of the PIU in coordination of activities and communication with different parties, representatives of public and private sector in Republic of Serbia, included in implementation of the relevant Sub-component; Monitoring and desk-checking of the deliverables of the NSW Blueprint prepared by different consultants to ensure that they contribute to the trade facilitation and achievement of Project objectives and establishment of efficient and operational NSW; Assisting the PIU to with discussions on the findings of National Single Window Blueprint (including interim reports) with the working groups and decision-making bodies established under the project; Using inputs provided by consultants developing the NSW Blueprint¹, and based on guidance from the stakeholders, assist with preparing and finalizing the Terms of Reference for the National Single Window; Monitoring and managing of the process of NSW software development and deployment; Analysis, reviews and advisory to the Custom Administration and other institutions included for decision making on future NSW model, operator, and other issues relevant for development and installation of operational and efficient NSW from the technical point of view; Liaising with the Procurement Officer and Head of the PIU and with all the relevant departments / beneficiaries / agencies / Ministries and their Focal Points regarding technical inputs to the Bidding Documents, Technical Specifications, Requests for Proposals, Terms of Reference, Monitoring Reports etc.; Providing inputs in preparing Bidding Documents (Functional and Technical Specifications) and Requests for Proposals (Terms of References) with the Procurement Officer and Head of the PIU; Ensuring the full implementation of the trade and customs activities in relation with the timeline/critical paths; Monitoring and managing of implementation of a harmonized data model; Support the beneficiary activities during the

¹ The Consultants developing NSW Blueprint are expected to deliver reports providing a detailed roadmap including the governance and operational model, the legal and regulatory model, the financial model, the functional and technical architecture and specifications, the Service specifications, the project implementation plan and change management plan.

tender processing, evaluation and selection; Support the Project management, implementation, administration activities; Support to the Trade and Customs Expert (NSW) of the PIU for preparation of Project Quality Plan (PQP), Risk Plan and Communication Plan; Reviewing and evaluating contractors'/consultants' technical documentation, and schedule; Support to the Trade and Customs Expert (NSW) of the PIU for conducting regular procurement verification, validation and confirmation; this should lead to high quality execution, identification of areas for improvement and both conception and implementation of a corrective action plan; Assisting the Head of the PIU, together with the Trade and Customs Expert (NSW) of the PIU in preparing the PIU Reports to the World Bank Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental); Issuing and delivering Monthly Progress Reports to the Head of the PIU on progress and challenges while providing sound solutions to overcome implementation difficulties; and any other task assigned by the Head of the PIU.

It is expected that the period over which the consultant shall provide the Services will be 48 months with the possibility for prolongation. The Consultant should be available to commence 1 month after the present notice will be published. 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.

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

- Educational qualifications: At least a University Degree in Business Administration/Economics/Law/IT engineering (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);
- Area of professional expertise: EU Customs Automation and Trade Facilitation;
- Years of experience: Minimum 5 years working experience on an EU customs operation/procedures of similar scope as required in the project, is essential;
- Experience in single window projects or similar projects on governmental level (G2G) will be considered as an advantage;
- Demonstrable experience in developing and implementing projects with involving information and communication technologies (ICT) in the Customs/trade facilitation domain;
- Knowledge of business procedures of the various Customs activities, cross-border regulatory laws and procedures, cargo clearance operations and process life-cycle for application, issuance and utilization of trade-related certificates, licenses, permits, registrations and other authorizations;
- Experience in preparation of Technical specification and Tender documentation;
- Excellent knowledge of local (regional) language;
- Good knowledge of English language;
- Computer skills: MS Office tools, Project Management tool (e.g.: MS Project or similar);
- Project Management with multiple stakeholders;
- Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative.

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/dokumenti/javni-konkursi>

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** ("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 **April 2, 2021, 12:00 Noon**, local time.

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

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

TERMS OF REFERENCE
**Technical Expert of the PIU to support National Single Window in Republic
of Serbia**
Western Balkans Trade and Transport Facilitation Project
(Part referred to Republic of Serbia)

Background

The purpose of these Terms of Reference is to define the scope of work and tasks of the Technical Expert of the PIU to support National Single Window (NSW) in the Republic of Serbia for the Western Balkans Trade and Transport Facilitation Project. This project will be implemented in its first phase in Albania, North Macedonia and Serbia. Each country will set up a PIU to help the execution, implementation and monitoring of the project.

Ministry of Construction, Transport and Infrastructure (the Client) intends to engage a highly qualified consultant (individual expert) to provide services as Technical Expert of the PIU to support National Single Window (NSW) in the Republic of Serbia. The successful candidate will work closely with the Client and other relevant stakeholders to ensure that the Trade and Customs related activities of the project are managed efficiently both technically and in compliance with the objectives of the Project Appraisal Document (PAD), the Project's Legal Agreement and Financing Agreement, and the Project Operations Manual. The consultant, always aligned with the Head of the PIU and Trade and Customs Expert (NSW) and in collaboration with the other Project Officers, shall interact and liaise with a significant number of different Ministries through their Focal Points, Units and agencies (internal) and also a number of other external bodies, SEETO/TCT, 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 an international customs operation essential. The main challenge is to ensure that the contractor / consultants produce an acceptable quality of work within budget allowances and time, so that the objectives of the Project are achieved.

General information

Individual Consultant Title: Technical Expert of the PIU to support National Single Window (NSW) in the Republic of Serbia, Western Balkans Trade and Transport Facilitation Project. The Consultant shall report to the Head of the PIU, linked to the Ministry of Construction, Transport and Infrastructure (MCTI) of the Republic of Serbia.

Position in organization

Immediate superior: Head of the Project Implementation Unit

Main position objective

Generally, the Consultant is responsible for technical support to the implementation of the Sub-Component 1.1: “Design and Installation of a National Single Window”.

In this respect he/she will monitor, control and provide technical expert advice on all the Trade and Customs related activities to ensure trade facilitation and achievement of Project objectives and establishment of efficient and operational NSW. This will be done in close cooperation with the Trade and Customs Expert (NSW), Head of the PIU and the contractors and consultants, as well as the Customs Administration of Serbia and other agencies involved in the customs procedure (as described in the Project Operation Manual). He/she will closely monitor the implementation of the activities in order to coordinate the inputs from the different actors, ensure excellent technical execution, quickly address design challenges and efficiently react to unexpected developments. In line with the project cycle and Procurement Plan, the implementation of activities as per contract specifications and in compliance with the legal/regulatory framework of the World Bank, he/she will ensure that works, goods and services are satisfactorily completed on time, within budget, aligned with the contractual requirements and in a coherent way across components.

Principle responsibilities

The Technical Expert of the PIU to support National Single Window (NSW) in the Republic of Serbia will be responsible for the following duties:

- Support to the Trade and Customs Expert (NSW) of the PIU in coordination of activities and communication with different parties, representatives of public and private sector in Republic of Serbia, included in implementation of the relevant Sub-component;
- Monitoring and desk-checking of the deliverables of the NSW Blueprint prepared by different consultants to ensure that they contribute to the trade facilitation and achievement of Project objectives and establishment of efficient and operational NSW;
- Assisting the PIU to with discussions on the findings of National Single Window Blueprint (including interim reports) with the working groups and decision-making bodies established under the project.
- Using inputs provided by consultants developing the NSW Blueprint¹, and based on guidance from the stakeholders, assist with preparing and finalizing the Terms of Reference for the National Single Window;
- Monitoring and managing of the process of NSW software development and deployment;
- Analysis, reviews and advisory to the Custom Administration and other institutions included for decision making on future NSW model, operator, and

¹ The Consultants developing NSW Blueprint are expected to deliver reports providing a detailed roadmap including the governance and operational model, the legal and regulatory model, the financial model, the functional and technical architecture and specifications, the Service specifications, the project implementation plan and change management plan.

- other issues relevant for development and installation of operational and efficient NSW from the technical point of view;
- Liaising with the Procurement Officer and Head of the PIU and with all the relevant departments / beneficiaries / agencies / Ministries and their Focal Points regarding technical inputs to the Bidding Documents, Technical Specifications, Requests for Proposals, Terms of Reference, Monitoring Reports etc.
 - Providing inputs in preparing Bidding Documents (Functional and Technical Specifications) and Requests for Proposals (Terms of References) with the Procurement Officer and Head of the PIU;
 - Ensuring the full implementation of the trade and customs activities in relation with the timeline/critical paths;
 - Monitoring and managing of implementation of a harmonized data model;
 - Support the beneficiary activities during the tender processing, evaluation and selection.
 - Support the Project management, implementation, administration activities;
 - Support to the Trade and Customs Expert (NSW) of the PIU for preparation of Project Quality Plan (PQP), Risk Plan and Communication Plan
 - Reviewing and evaluating contractors’/consultants’ technical documentation, and schedule;
 - Support to the Trade and Customs Expert (NSW) of the PIU for conducting regular procurement verification, validation and confirmation; this should lead to high quality execution, identification of areas for improvement and both conception and implementation of a corrective action plan;
 - Assisting the Head of the PIU, together with the Trade and Customs Expert (NSW) of the PIU in preparing the PIU Reports to the World Bank Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental)
 - Issuing and delivering Monthly Progress Reports to the Head of the PIU on progress and challenges while providing sound solutions to overcome implementation difficulties; and
 - Any other task assigned by the Head of the PIU.

Duration and location

It is expected that the period over which the consultant shall provide the Services will be 48 months with the possibility for prolongation. The Consultant should be available to commence 1 month after the present notice will be published. 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. Subject to notice being provided, the Consultant may take up to 4 weeks leave each year, including religious holidays and sick leave, but remuneration will not be paid during any period of leave.

Reporting requirements

The Consultant will, together with the Trade and Customs Expert (MSW) in PIU prepare Monthly Progress Reports to the Head of the PIU, within 5 (five) days after the end of month for which the report is due. The report should contain at least: (i) the status of progress, problems encountered, corrective actions needed, rationale for actions; (ii) current timing and costs of the National Single Window component and estimated delays and costs of completion; and iii) any further comments and interactions with the Border

Control Improvements component. The Consultant shall prepare ad-hoc reports on any major project issues raised during Project implementation, at the Head of the PIU, the Customs Administration of Serbia, Client or Bank's request.

Services to be provided by the Client

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.

Knowledge, experience, skills and competencies

- a) Educational qualifications: At least a University Degree in Business Administration/Economics/Law/IT engineering (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);
- b) Area of professional expertise: EU Customs Automation and Trade Facilitation;
- c) Years of experience: Minimum 5 years working experience on an EU customs operation/procedures of similar scope as required in the project, is essential;
- d) Experience in single window projects or similar projects on governmental level (G2G) will be considered as an advantage;
- e) Demonstrable experience in developing and implementing projects with involving information and communication technologies (ICT) in the Customs/trade facilitation domain;
- f) Knowledge of business procedures of the various Customs activities, cross-border regulatory laws and procedures, cargo clearance operations and process life-cycle for application, issuance and utilization of trade-related certificates, licenses, permits, registrations and other authorizations;
- g) Experience in preparation of Technical specification and Tender documentation;
- h) Excellent knowledge of local (regional) language;
- i) Good knowledge of English language;
- j) Computer skills: MS Office tools, Project Management tool (e.g.: MS Project or similar);
- k) Project Management with multiple stakeholders;
- l) Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative.

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 competitive method.

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