

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

Republic of Serbia

The Western Balkan Trade and Transport Facilitation Project (WBTTF)

Project ID No. P162043

Assignment Title:

- **Individual Consultant (full time) – TRADE AND CUSTOMS EXPERT (NSW) of the PIU, Reference No. SER-WBTTF-IC-CS-19-04**

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 North 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.

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

The scope of work of the Trade and Custom Expert of the PIU shall include, but not be limited to the following: Ensuring preparation, supervision, monitoring and management of all trade and customs activities included in the Western Balkans Trade and Transport Facilitation Project, with a focus on Sub-Component 1.1: “Design and Installation of a National Single Window”; 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; Analyse the Functional and Technical Requirements of the project; Preparation of detailed functional and technical specification (ToRs), tender dossier documentation; Support the beneficiary activities during the tender processing, evaluation and selection; Support the Project management, implementation, administration activities; Preparation of Project Quality Plan (PQP), Risk Plan and Communication Plan; Reviewing and evaluating contractors’/consultants’ technical documentation, and schedule; 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; Ensuring with Procurement and Financial Officers that the reporting mechanisms (as reflected in the Project

Operations Manual) and documentation systems are in place, including drafting reports to the World Bank and Head of the PIU: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental); Issuing and delivering Monthly Progress Reports, previously reviewed and approved by the Customs Administration of Serbia, to the Head of the PIU and briefing him/her a minimum of once a week on progress and challenges while providing sound solutions to overcome implementation difficulties; and Assisting the Head of the PIU in preparing the PIU Reports (Quarterly, midterm and completion).

It is expected that the period over which the consultant shall provide the full time (8 hours each day, Monday to Friday, for a minimum period of 40 hours per week) Services will be 36 months with the possibility for prolongation. The Consultant should be available to commence 2 months after the present notice is published.

Minimum qualifications requirements required: 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); Minimum 5 years working experience on an international customs operation/procedures of similar scope as required in the project, is essential; The Consultant will have to be familiar with 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 Project Management with multiple stakeholders; Experience in preparation of Technical specification and Tender documentation; Excellent Knowledge of English language (reading, speaking and writing); Computer skills: MS Office tools, Project Management tool (e.g.: MS Project or similar).

The following skills are desired and would be considered as an advantage: Experience in SW projects or similar projects on governmental level (G2G); EU working experience/operations in Single Window environment; Business analysis experience, Good knowledge of local (regional) language (reading and speaking).

The detailed Terms of References for all of 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> and Serbian Customs Administration <https://www.carina.rs/en/internationalcooperation/Pages/InternationalProjects.aspx>

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 each 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 7, 2020, 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 vidovicb@carina.rs	11000 Belgrade, Serbia Tel/Fax: (+381 11) 202-15-30

**TERMS OF REFERENCE FOR
TRADE AND CUSTOMS EXPERT (NSW) OF THE PROJECT IMPLEMENTATION UNIT IN THE REPUBLIC OF
SERBIA
WESTERN BALKANS TRADE AND TRANSPORT FACILITATION PROJECT**

1. BACKGROUND

The purpose of these Terms of Reference is to define the scope of work and tasks of the Trade and Customs Expert (National Single Window (NSW)) of the Project Implementation Unit (PIU) 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.

The Client intends to engage a highly qualified consultant (individual expert) to provide services as Trade and Customs Expert (NSW) of the PIU. 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 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.

2. GENERAL INFORMATION

Individual Consultant Title: Trade and Customs Expert (NSW) of the Project Implementation Unit, 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.

3. POSITION IN ORGANISATION

Immediate superior: Head of the Project Implementation Unit

4. MAIN POSITION OBJECTIVE

To plan, monitor, control and give technical advice on all the Trade and Customs related activities to ensure the incorporation of and alignment with international good practices. This will be done in close cooperation with the 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.

5. PRINCIPLE RESPONSIBILITIES

The **Trade and Customs Expert (NSW) of the PIU** will be responsible for the following duties:

- Ensuring preparation, supervision, monitoring and management of all trade and customs activities included in the Western Balkans Trade and Transport Facilitation Project, with a focus on Sub-Component 1.1: “Design and Installation of a National Single Window”;
- 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;
- Analyse the Functional and Technical Requirements of the project
- Preparation of detailed functional and technical specification (ToRs), tender dossier documentation
- Support the beneficiary activities during the tender processing, evaluation and selection.
- Support the Project management, implementation, administration activities
- Preparation of Project Quality Plan (PQP), Risk Plan and Communication Plan
- Reviewing and evaluating contractors’/consultants’ technical documentation, and schedule;
- 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;
- Ensuring with Procurement and Financial Officers that the reporting mechanisms (as reflected in the Project Operations Manual) and documentation systems are in place, including drafting reports to the World Bank and Head of the PIU: Cost, Time, Resources, and Scope (along with Performance related measures, Quality, HSE & environmental);
- Issuing and delivering Monthly Progress Reports, previously reviewed and approved by the Customs Administration of Serbia, to the Head of the PIU and briefing him/her a minimum of once a week on progress and challenges while providing sound solutions to overcome implementation difficulties; and
- Assisting the Head of the PIU in preparing the PIU Reports (Quarterly, midterm and completion).

6. DURATION AND LOCATION

It is expected that the period over which the consultant shall provide the Services will be 36 months with the possibility for prolongation. The Consultant should be available to commence 2 months after the present notice will be published. The Consultant should be available to provide services for at least 8

hours each day, Monday to Friday, for a minimum period of 40 hours per week. 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.

7. REPORTING REQUIREMENTS

The Consultant will provide Monthly Progress Reports, previously reviewed and approved by the Customs Administration of Serbia, 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.

8. 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.

9. 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: Customs and Trade Facilitation.

c) Years of experience: Minimum 5 years working experience on an international customs operation/procedures of similar scope as required in the project, is essential.

d) Required skills and competencies:

Competencies	Required	Desirable
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Technical	<ul style="list-style-type: none"> • Working experience in international customs operations with similar scope (NSW) as required in the project is essential. • The Consultant will have to be familiar with 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. • Project Management with multiple stakeholders • Excellent command in English language • Computer skills: : MS Office tools, Project Management tool (eg: MS Project or similar) 	<p>Experience in SW projects or similar projects on governmental level (G2G)</p> <p>EU working experience/operations in Single Window environment.</p> <p>Business analysis experience</p>
	<ul style="list-style-type: none"> • Experience in preparation of Technical specification and Tender documentation 	
Management	Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative	
Business	Excellent Knowledge of English language (reading, speaking and writing)	Good Knowledge of local (regional) language (reading and speaking)

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.

