

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

Republic of Serbia

The Serbia Railway Sector Modernization Project (SRSM)

Project ID No. P170868

Assignment Title: Administrative Assistant (full time)

Reference No.: SER-SRSM-IC-CS-23-56

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to support the Government of Serbia (GoS) in continuation of institutional, physical and operational modernization of the railway sector in an integrated manner through providing financial support to Serbia Railway Sector Modernization Project as part of the Multiphase Programmatic Approach to be implemented in three overlapping phases over the ten-year period.

For the purpose of financing Serbia Railway Sector Modernization Project, Phase 1 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 102 million loan to support enhancing the efficiency and safety of existing railway assets and improving governance and institutional capacity of the railway sector.

The scope of work of the Administrative Assistant shall include, but not be limited to the following:

Generally, the 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. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

- Support in preparation of overall management activities for the Project;
- Organization and scheduling meetings and appointments for the Project;
- Support in preparation of documents for meetings and travels for other members of the PIU;
- Draft Minutes of the Meetings;
- Keep up-to-date and prepare for archiving/safeguarding all documentation relevant for Project preparation and implementation;
- Collect and prepare for verification all documents relevant for the Project, with special focus on financial documents and reports;
- Office supplies management, including the bank visibility material;
- Support Head of PIU in ensuring compliance of all activities within the PIU;
- Support in preparation of regularly scheduled reports;
- Produce and distribute correspondence memos, letters and forms;
- Preparing drafts of internal documents relevant for the Project implementation;
- Translation support during meetings, if and when needed;
- Small scale translation of Project documents, if and when needed;
- Perform other duties in support of Project preparation and implementation as required by the Head of PIU

The Administrative Assistant should possess:

- Minimum University-level Degree, advanced degree would be considered as an asset;
- At least 5 years of professional experience in similar position;
- Experience in administration, book keeping and archiving;
- Experience in cooperation, correspondence and communication;
- Excellent communication and data manipulation skills;
- Excellent time management skills and ability to multi-task and prioritize work;
- 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;
- Experience with international, regional, or bilateral World Bank and/or other donors-funded projects
- The ability of simultaneous translation will be advantage
- Prior working experience with or for public institutions will be advantage

The Consultant is expected to provide full time services for the life of the project, i.e. until December 31, 2026, with a probationary period of six (6) months. If contracted, the Consultant will have to declare that he/she will not have other full or part-time assignment during his/her engagement under this contract.

<https://mgsi.gov.rs/cir/dokumenti/serbia-railway-sector-modernization-project-srsm-individualni-konsultanti-piu-new-position>

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:

- Qualifications and General experience (40 Points)
- Specific Experience 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, 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.

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 **January 30, 2024, 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: | djordje.perisic@mfin.gov.rs Mr. Djordje Perisic Procurement Specialist | Ministry of Finance Central Fiduciary Unit Balkanska 53 St 11000 Belgrade, Serbia |
| Cc: | ljliljana.dzuver@mfin.gov.rs larisa.puzovic@mgsi.gov.rs zorica.petrovic@mfin.gov.rs | Tel/Fax: (+381 11) 765 2565 |

Serbia Railway Sector Modernization Project

TERMS OF REFERENCE for Administrative Assistant

Background

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to support the Government of Serbia in continuation of institutional, physical and operational modernization of the railway sector in an integrated manner through providing financial support to Serbia Railway Sector Modernization Project as part of the Multiphase Programmatic Approach to be implemented in three overlapping phases over the ten-year period.

For the purpose of financing Serbia Railway Sector Modernization Project, Phase 1 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 102 million loan to support enhancing the efficiency and safety of existing railway assets and improving governance and institutional capacity of the railway sector.

The Project includes following components:

- Component 1: Infrastructure Investments and Asset Management: Sub-Component 1.1: Reliable and Safe Railway Infrastructure (track rehabilitation, level crossings, railway station “Prokop”, Bogojevo station bypass, measurement stations), Sub-Component 1.2: Technical Documentation for the Phase 2, Sub-Component 1.3: Asset Management
- Component 2: Institutional Strengthening and Project Management: Sub-Component 2.1: Sectoral Governance, Sub-Component 2.2: Human capital, Sub-Component 2.3: Project Management and Citizen Engagement
- Component 3: Railway Modernization Enablers: Sub-Component 3.1: Intelligent Railway Systems (ITS) and Safety Management System (SMS), Sub-Component 3.2: Integrated Territorial Development and Sub-Component 3.3: Modal Shift

Project will be managed by the Ministry of Construction, Transport and Infrastructure (MoCTI) through the Project Implementation Unit (PIU) supplemented by the Project Implementation Teams (PITs) in Railway Directorate (RD) and in railway companies, respectively Serbian Railway Infrastructure (IZS), Serbia Voz (SV) and Serbia Cargo (SV). PITs will act as subordinate implementing agencies and provide technical support for specific Project subcomponents or activities of the MPA that pertain to their area of expertise. Primary responsibility for Project execution lies on PIU which will ensure that the Project development objectives are met.

Position in organization

Immediate superior: Head of the Project Implementation Unit

Scope of Work

Generally, the 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. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

The scope of work of the Administrative Assistant/ Officer shall include, but not be limited to the following:

- Support in preparation of overall management activities for the Project;
- Organization and scheduling meetings and appointments for the Project;
- Support in preparation of documents for meetings and travels for other members of the PIU;

- Draft Minutes of the Meetings;
- Keep up-to-date and prepare for archiving/safeguarding all documentation relevant for Project preparation and implementation;
- Collect and prepare for verification all documents relevant for the Project, with special focus on financial documents and reports;
- Office supplies management, including the bank visibility material;
- Support Head of PIU in ensuring compliance of all activities within the PIU;
- Support in preparation of regularly scheduled reports;
- Produce and distribute correspondence memos, letters and forms;
- Preparing drafts of internal documents relevant for the Project implementation;
- Translation support during meetings, if and when needed;
- Small scale translation of Project documents, if and when needed;
- 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.

Knowledge, experience, skills and competencies

- Minimum University-level Degree, advanced degree would be considered as an asset;
- At least 5 years of professional experience in similar position;
- Experience in administration, book keeping and archiving;
- Experience in cooperation, correspondence and communication;
- Excellent communication and data manipulation skills;
- Excellent time management skills and ability to multi-task and prioritize work;
- 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;
- Experience with international, regional, or bilateral World Bank and/or other donors-funded projects
- The ability of simultaneous translation will be advantage
- Prior working experience with or for public institutions will be advantage

Length of the assignment

The Consultant is expected to provide full time services for the life of the project, i.e. until December 30, 2026, with a probationary period of six (6) months.

If contracted, the Consultant will have to declare that he/she will not have other full or part-time assignment during his/her engagement under this contract.

The Consultant shall perform tasks accurately, on time, and in accordance with the needs of the assignment. During the probationary period, monitoring the fulfilment of Consultant's performance will be conducted on by-monthly basis, follow-up meetings held, feedback, and guidance for further work provided. Minutes of the follow-up meetings will be taken and signed by both Client and the Consultant.

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. All leave to be allowed to the Consultant is included in the staff months of service. The Consultant will have up to 30 business days of paid vacation leave per year in accordance with the Serbian Labor Law. The leave for national holidays is to be considered paid.

Facilities to be provided by the Client

MCTI will provide the Consultant with suitable office space and office equipment 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

Selection procedure will be conducted in accordance with 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, August 2018 and November 2020, as given in article 7.36 and 7.37 "Open Competitive Selection of Individual Consultants".

The candidates will be evaluated applying the following evaluation criteria:

Qualifications and General experience (40 Points)

Specific Experience relevant to the Assignment (60 Points)

The Consultant shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.