

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANTS

**Republic of Serbia
Serbia Railway Sector Modernization (SRSB) Project
Phase 2**

Project ID No. P179703

Assignment Title: Individual Consultant (full time) – Administrative Assistant/Officer

Reference No. SER-SRSB2-IC-CS-25-02

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to support the Government of Serbia in the continuation of institutional, physical and operational modernization of the railway sector in an integrated manner by 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 2 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 120 million loan to support railways maintenance implementation and increasing the reliability of railway services, both for passengers and cargo.

Scope of Work

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

- Office supplies management, including the bank visibility material;
- Support in preparation of overall management activities for the Project;
- Support in organizing 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;
- Monitor financial transactions of Projects within the PIU;
- Submit and reconcile expense reports with CFU;
- 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;
- Monitor PIU expenditures against approved budget;
- 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.

Knowledge, experience, skills and competencies

- Minimum four-year studies, five-year studies would be considered as an asset;
- Minimum 8 years of general professional experience;
- Experience in administration and archiving;
- Experience in cooperation, correspondence and communication;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Working 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;
- Working knowledge of English language; Excellent knowledge of Serbian language;
- Prior working experience with or for public institutions will be considered as an asset.

The Consultant is expected to provide full time services for the life of the project, i.e. until June 30, 2029, with a probationary period of six (6) months.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Ministry of Construction, Transportation and Infrastructure (MCTI)

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

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible individual consultants to indicate their interest in providing the 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:

- Qualifications and General experience (60Points)
- Specific Experience relevant to the Assignment (40Points)

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, September 2023* (“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 **November 26, 2025, 12:00 hours, noon, local time.**

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

Contact:	E-mail:	Address:
To:	ljiljana.krejovic@mfin.gov.rs Ms. Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 53 Balkanska St 11000 Belgrade, Serbia
Cc:	ljiljana.dzuver@mfin.gov.rs larisa.puzovic@mgsi.gov.rs	

Serbia Railway Sector Modernization Project

TERMS OF REFERENCE for Administrative Assistant/Officer (FULL TIME)

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 2 of the MPA, IBRD and the Agence Francaise de Développement (AFD), jointly, granted to the Republic of Serbia EUR 120 million loan to support railways maintenance implementation and increasing the reliability of railway services, both for passengers and cargo.

The Project includes following components:

- Component 1: Infrastructure Investments and Asset Management: Sub-Component 1.1: Heavy duty machinery for railways infrastructure maintenance, Sub-Component 1.2: Modernization of railways maintenance facilities, Sub-Component 1.3: Outsourcing railways routine maintenance, Sub-Component 1.4: Railways asset management and planning (RIAMS), Sub-Component 1.5: Technical Documentation
- Component 2: Institutional Strengthening and Project Management: Sub-Component 2.1: Sector Governance and commercial approach, Sub-Component 2.2: Human capital development, Sub-Component 2.3: Project Management and Citizen Engagement
- Component 3: Railway Modernization Enablers: Sub-Component 3.1: Growing cargo traffic, Sub-Component 3.2: Growing passenger traffic.

Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) 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), Srbijavoz (SV) and Srbija Kargo (SK). 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. Also, she/he will be responsible for confidential and time sensitive material.

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

- Office supplies management, including the bank visibility material;
- Support in preparation of overall management activities for the Project;
- Support in organizing 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;
- Monitor financial transactions of Projects within the PIU;
- Submit and reconcile expense reports with CFU;
- 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;
- Monitor PIU expenditures against approved budget;
- 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 four-year studies, five-year studies would be considered as an asset;

- Minimum 8 years of general professional experience;
- Experience in administration and archiving;
- Experience in cooperation, correspondence and communication;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Working 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;
- Working knowledge of English language; Excellent knowledge of Serbian language;
- Prior working experience with or for public institutions will be considered as an asset.

Length of the assignment

The Consultant is expected to provide full time services for the life of the project, i.e. until June 30, 2029, with a probationary period of six (6) months.

The Consultant is expected to provide services for at least 8 hours each day, Monday to Friday, to 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 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 (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 competitive method.

The candidates will be evaluated applying the following evaluation criteria:

- Qualifications and General experience (60 Points)
- Specific Experience relevant to the Assignment (40 Points)

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