**TERMS OF REFERENCE**

**for**

**Public Procurement Specialist**

**Background**

The International Bank for Reconstruction and Development (IBRD) and Agence Française de Développement (AFD) are implementing US$ 300 million Serbia Local Infrastructure and Institutional Development Project (Project). Project implementation is part of wider urban development activities in Republic of Serbia that are based on Sustainable Urban Development Strategy (SUDS) and will apply a holistic approach, where current policies and practices important for overall local infrastructure service delivery will be strengthened through mixture of investments, technical assistance, and capacity building. In order to support and strengthen infrastructure service delivery at the local level, special focus would be on improving mobility in a sustainable manner to increase accessibility to economic and social opportunities.

**Objective**

The objective of the Project is to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in climate aware manner. Project consists 3 components:

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs through strengthening system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disaster while reducing emissions of Greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

(i) *Infrastructure renewal* - The majority of investments will be in transport infrastructure reconstruction and rehabilitation, within the existing infrastructure perimeters. The promotion of resilient and inclusive approach and of active mobility and priority for public transport will be integral part of the project design. This sub-component will also finance technical assistance required for the execution of the works including services for design, supervision, technical audit, and road safety audit. All LSGs will get funding for activities eligible for financing under this subcomponent in accordance with predefined formula and in the form of grant transfers and subject of signing the Grant Agreement.

(ii) *Sustainable mobility enhancement* – Activity will strengthen LSGs systems to plan, manage, implement, and operate resilient transport networks that promote patterns of climate smart mobility in sustainable manner. This subcomponent will finance technical assistance, capacity building and demonstration pilots in three main areas:

1. *Improve local road network management and resilience*; Creation of framework for local roads management including guidance on institutional arrangements, policy, standards, maintenance contracting, asset management, resilience and road safety.
2. *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitive Sustainable Urban Mobility Plans (SUMPs) with transport management plans for medium and small size LSGs.
3. *Pilot smart mobility solutions through digital technologies*; Creation of proposals for smart mobility contractual modalities in areas such as optimizing public transport services, intelligent transportation systems, real-time information and infrastructure or service sharing schemes.

*Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery* would improve the effectiveness and sustainability of infrastructure service delivery at the local level through strengthening LSGs’ capacity to implement current planning and Project finance management (PFM) and Public Investment Management (PIM) policies. The component will finance a mixture of technical assistance and capacity building activities focused on:

(i) *Enhanced strategic participatory planning and identification of pipeline projects* that would include climate and resilience considerations into the planning approaches and better integrate them into the capital investment and budget planning process. The subcomponent will finance technical assistance and capacity building in three main areas:

1. *Improve Participatory Planning in Pilot LSGs -* development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
2. *Identification and Initial Preparation of Future Urban Investment Projects* - urban regeneration and municipal infrastructure projects would be identified, and technical assistance provided for early-stage preparation of future investments.
3. *Mainstream Participatory Approach* - development of Manual for Citizen Participation and E-Government portal extension for informing on the planned infrastructure investments and planned consultations.

(ii) *Strengthened institutions, PFM, access to financing, and capacities* that would ensure institutional improvements in the local PFM and PIM accompany the direct benefits through the provision of funding for the LSGs. The subcomponent will be implemented through set of analytical work, technical assistance, and development of tools, in particular:

1. *Improving access to financing -* Assessment the current local infrastructure financing framework and design of recommendations to improve the LSGs’ ability to raise private capital for infrastructure investments, potentials of green funds, and perspective of the municipal fund scheme;
2. *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
3. *Enhancing the implementation of key country systems for climate aware infrastructure service delivery* - Capacity building and implementation support in areas including: procurement, PFM, PIM, transparency and inclusion, contract management, social and environmental management etc.

*Component 3: Project Implementation Support and Awareness Raising* would establish institutional set up that will enable successful implementation of the project and raise awareness about importance of green transition and sustainable mobility. Activity will support the establishment and maintenance of the strong Project Implementation Unit (PIU) and strengthening of Central Fiduciary Unit (CFU).

The Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through a PIU, supported by the CFU in the Ministry of Finance (MoF), the employees in the LSGs officially assigned to the project, and the Project Steering Committee. The PIU will be responsible for the overall management of the Project, and it will provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments. The CFU will be responsible for fiduciary issues like the financial management of the Project, will support the PIU in approving procurement related documents, and will support the LSGs to implement procurement procedures, including procurement capacity development. LSGs will be responsible for full project life cycle – from prioritization, preparation, procurement to management and supervision. The Project Steering Committee will consist of the representatives of respective ministries and project partners and will overview the implementation of the Project, facilitate policy dialog and inter-ministerial cooperation, help resolving any bottlenecks that might be experienced, and adopt annual progress reports

**Scope of Work**

The Public Procurement Specialist will be tasked with overseeing and enhancing procurement processes within the Project Implementation Unit (PIU) and Local Self-Governments (LSGs) in the process of implementation of Component 1.1. of the LIID Project.

Additionally, the specialist will act as a liaison between the PIU, World Bank (WB), Ministry of Construction, Transport and Infrastructure (MCTI), Agence Française de Développement (AFD), and Central Fiduciary Unit (CFU).

The scope of work encompasses the following tasks:

**1. Review and Quality Assurance of Tender Documentation**

* Conduct thorough reviews of tender documentation prepared by Local Self-Governments (LSGs) for civil works, including bidding documents, technical specifications, draft contracts, and evaluation criteria.
* Ensure that all documentation is complete, accurate, and fully compliant with the applicable laws of the Republic of Serbia and applicable standards and requirements of the LIID project.
* Verify that procurement documents are consistent with project objectives and tailored to ensure fair competition, value for money, and transparency.
* Provide written feedback and recommendations to LSGs to improve the clarity, completeness, and quality of the tender documents.
* Support the PIU in ensuring that all reviewed documentation is properly archived and referenced for audit and supervision purposes.

**2. Procurement Process Oversight and Compliance**

* Monitor procurement processes carried out by LSGs to ensure that they are conducted in accordance with agreed procedures, timelines, and requirements.
* Assist the PIU in identifying any deviations from procurement plans or non-compliance with applicable rules, and recommend corrective actions.
* Participate in tender evaluation processes as a member of committee needed to ensure adherence to the established evaluation methodology and fair treatment of bidders.

**3. Assessment and Streamlining of LSG Procurement Practices**

* Conduct a targeted review of procurement practices at the LSG level, focusing on the preparation, advertising, and evaluation of tenders for civil works.
* Identify systemic issues or inefficiencies that affect the quality or timeliness of tender documentation and propose practical solutions.
* Recommend improvements to standard templates, checklists, and review procedures to help ensure higher consistency and efficiency in future procurements.

**4. Limited Capacity Support and Technical Guidance**

* Provide on-demand technical guidance to LSG staff during procurement planning and document preparation, with a focus on compliance and risk mitigation.
* Offer input to improve LSG understanding of key procurement concepts as they relate to World Bank-funded projects, particularly in areas such as competitive bidding and evaluation methods.

**5. Reporting and Documentation**

* Prepare regular monthly reports summarizing findings from tender document reviews, common issues observed, and recommended actions.
* Maintain a register of reviewed tender packages, noting the stage of completion, key risks identified, and follow-up actions.
* Contribute to procurement-related sections of project progress reports and supervision documentation for review by the World Bank and project stakeholders.

**Reporting requirements**

The Consultant will work under supervision of and report to the Deputy Head of the PIU.

**Knowledge, experience, skills and competencies**

* **Mandatory criterion**:
  + Minimum Bachelor’s degree in Law, Economics, or a relevant field.
  + Minimum of **5 years of professional experience** in public procurement conducted in accordance with the laws of the Republic of Serbia.
  + Minimum**3 years of experience** working with or supporting local authorities on public procurement processes in civil works.
* **Specific experience**:
  + Experience in developing **project budgets** and tracking the **financial execution** of construction infrastructure projects will be considered as an advantage.
  + Experience in the **preparation of documentation for international tenders** will be considered as an advantage.
  + Experience with administrative procedures and financial documentation requirements at both the state and local government levels in Serbia will be considered an advantage.
  + Excellent command of **written and spoken Serbian and English**.
  + Excellent command of computer skills: MS Office

**Length of the assignment**

The Consultant shall provide full time services for the life of the project, i.e. until November 30, 2028, with a probationary period of six (6) months.

**Contracting arrangements**

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 30 days of paid vacation leave per year. The leave for national holidays is to be considered paid.

**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.

**The evaluation criteria for this assignment are:**

•             Specific Experience relevant to the Assignment                                  (50) Points

•             Qualifications and Competence relevant to the Assignment           (50) Points