

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

Republic of Serbia
The Western Balkan Trade and Transport Facilitation Project (WBTF)
Project ID No. P162043

Assignment Title:

**Individual Consultant (part time) – Specialist for Monitoring and Evaluation of
Project Development Indicators**
Reference No. SER- WBTF -IC-CS-23-01

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 (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.

Scope of Work

Generally, the Consultant will be responsible to monitor and evaluate Project Progress in respect of already identified Project Development Indicators (given as Appendix 1 to this ToRs) based on the data that she/he will collect via using qualitative and quantitative methodological tools and process of such data through detailed analysis in a form of an annual reports for 2022, 2023 and 2024. It should be noted that periodic collection and processing of data is a critical for successful monitoring and development of the Project, and consequently the MPA. Data collected from Doing Business Reports¹, surveys and studies during the MPA will influence policy development and additional activities to facilitate implementation.

Specific responsibilities of the expert will include, but would not limited to the following:

- Review the Project Documents and Doing Business report methodology in Trading Across the Border section, as well as other relevant documents, that will support the preparation of detailed methodology;

¹ Discontinued in 2021

- Apply methodological approach of data collection, data processing and data analysis which corresponds with the Doing Business report methodology,
- Identify key relevant stakeholders that will be main source of data collection and organize meetings with them in order to introduce them with the process of data collection and importance and delivering of data;
- Data collection using qualitative and quantitative methods for each of the indicators given in the Appendix 1 of these ToRs;
- Maintain a uniform and consistent data collection and reporting methodology and schedule, and ensure consistent and timely application of all M&E systems and standards;
- Collect qualitative and quantitative data on Project deliverables, results and impact; collate, consolidate and prepare annual report on monitoring and evaluation of the Project Development Indicators (PDI);
- Performs other related tasks at the request of the Project Coordinator and/or Head of PIU.

Qualification criteria:

- Advanced degree (Masters level) in Law, Public Policy, Economics or equivalent;
- At least five (5) years of experience with designing and using evaluation tools and methods such as surveys, interviews, focus groups, and research from secondary sources;
- Experience in conducting of at least one similar national/regional analyses/bench marks based on pre-defined indicators, financed by international financial institution (IFI);
- Strong research and analytical skills;
- Excellent communications skills to present information, respond to questions and write reports;
- Excellent Knowledge of English and Serbian language;
- Knowledge of business regulatory/policy issues in the country (R Serbia) is strongly preferred;
- Familiarity with international trade logistics and national customs laws, regulations and border procedures is desirable;
- Proven ability to work without close supervision, to do effective multitasking, and to deal with rapidly shifting priorities under pressure;
- Ability to operate in a multicultural environment and build effective working relations with local and external counterparts;
- Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative

The Consultant is expected to provide part time services in the period of 25 months, with the possibility of extension. The estimated number of person-days required for the assignment is 250 staff-days (approximately 120 days per year). This assignment requires 100% field work, which means that Consultant will have to be present in Republic of Serbia, while implementing it.

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/dokuments/request-expressions-interest-consulting-services-individual-consultants>.

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 (60 Points)
- Qualifications and Competence relevant to the Assignment (40 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 **November 6, 2023, 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: | ljljana.dzuver@mfin.gov.rs ljljana.stojic@mgsi.gov.rs | 11000 Belgrade, Serbia Tel/Fax: (+381 11) 765 2587 |

Western Balkans Trade and Transport Facilitation Project (Part referred to Republic of Serbia)

TERMS OF REFERENCE

for

Specialist for Monitoring and Evaluation of Project Development Indicators

Background

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 (WBTTF Project). WBTTF Project is a part of a Multiphase Programmatic Approach (MPA) 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 Balkans 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.

Objective

Objective of the Project is to reduce trade costs and increase transport efficiency in the Western Balkans. The program is structured around the following four components, which are common across the region and phases, albeit the specific scope of activities is adjusted for each beneficiary.

Component 1: Facilitating movement of goods across the Western Balkans. The component focuses on (a) the design and adoption and implementation of the National Single Window (NSW); (b) the improvements of border crossing points and crossing points in selected trade corridors, and the implementation of Electronic Data Interchange (EDI).

Component 2: Enhancing transport efficiency and predictability. This component will focus on (a) the adoption of an Intelligent Transport System (ITS) and corridor performance monitoring, (b) the improvement of Railway Level Crossings (RLC) and (c) Development of National Transport Strategy,

Component 3: Improve market access in services and foster regional investments - this Component is covered by grant resources from other development partners, which complements the support from the World Bank Group and

Component 4: Support Project implementation units (PIU) and provide additional technical support, including for policy coordination, operating costs, and monitoring and evaluation of the Project.

The Project implementation is anchored in the Ministry of Construction, Transport and Infrastructure (MCTI) and procurement and fiduciary roles are hosted in the Central

Fiduciary Unit (CFU) within the Ministry of Finance. The MCTI will be ultimately accountable for execution of Project activities and the Project implementation would rely on its existing structures, with the additional support of the Project Implementation Unit (PIU) that is established under the Project. Decisions will be made by the MCTI in coordination with the PIU. The PIU will have direct responsibility for Project management, coordination, and implementation /enforcement. The PIU will report to the MCTI management and will be responsible for day-to-day Project implementation, for preparing TORs, reviewing documents, overall Project coordination, monitoring activities, safeguard and reporting.

The purpose of these Terms of Reference (ToRs) is to define the scope of work and tasks of the Individual Consultant to be selected as part of the Project Implementation Unit (PIU) of the WBTF Project.

Scope of Work

Generally, the Consultant will be responsible to monitor and evaluate Project Progress in respect of already identified Project Development Indicators (given as Appendix 1 to this ToRs) based on the data that she/he will collect via using qualitative and quantitative methodological tools and process of such data through detailed analysis in a form of an annual reports for 2022, 2023 and 2024. It should be noted that periodic collection and processing of data is a critical for successful monitoring and development of the Project, and consequently the MPA. Data collected from Doing Business Reports¹, surveys and studies during the MPA will influence policy development and additional activities to facilitate implementation.

Specific responsibilities of the expert will include, but would not limited to the following:

- Review the Project Documents and Doing Business report methodology in Trading Across the Border section, as well as other relevant documents, that will support the preparation of detailed methodology;
- Apply methodological approach of data collection, data processing and data analysis which corresponds with the Doing Business report methodology,
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- Collect qualitative and quantitative data on Project deliverables, results and impact; collate, consolidate and prepare annual report on monitoring and evaluation of the Project Development Indicators (PDI);
- Performs other related tasks at the request of the Project Coordinator and/or Head of PIU.

¹ Discontinued in 2021

Deliverables and timeline

The consultancy will commence in November 2023 and it is expected that the period over which the Consultant shall provide the Services will be 25 months, or any other period as may be subsequently agreed by the parties in writing. The estimated number of person-days required for the assignment is 250 staff-days (approximately 120 days per year for each set of activities required to prepare an annual report, i.e. data collection and processing and preparation of the annual M&E report). However, the Consultant is free to propose his/her own level of effort based on the needs of the assignment as per this ToRs. This assignment requires 100% field work, which means that Consultant will have to be present in Republic of Serbia, while implementing it.

The Consultant shall work under the direct supervision of Head of PIU. The consultant will work closely with the key relevant stakeholders to be identified during the tasks execution and in close consultation with the designated World Bank Task Team staff and MCTI representatives. If and when necessary, the Project Coordinator, the Bank Task Team and the Consultant may agree to make adjustments to the task descriptions or the time frame for deliverables.

| Deliverables | Description | Due date |
|---------------------------|---|--|
| Quarterly Progress Report | The Report should include short description of status of progress, problems encountered, if any, corrective actions needed, rationale for actions, meetings held during reporting period and any further comments relevant for the reporting period | Within five (5) days after the end of the quarter for which the report is due, starting from the commencement date |
| Annual M&E Report | The Report should include general macroeconomic overview of international trade, overview of legal changes and policies for transportation, overviews of transportation infrastructure in RoS, description and analysis of progress of each PDI, with special focus on the PDI with low/none progress, and any other relevant information related to the analyzed year, as well as any further comment that might be useful for improvement of Project progress | November each year (2023, 2024, 2025) |
| Final Report | The Report should include as minimum, short description of achievements, deliverables provided, problems encountered, and recommendations for future actions, meetings held and other relevant information for execution of the tasks as per opinion of the Consultant. | One (1) months before Contract completion date |

In addition, the Consultant shall prepare ad-hoc reports on any major issues raised during Project implementation, at the Head of the PIU, Client or Bank's request.

The Consultant shall prepare the Minutes of Meetings (MoM) for all meetings held, and include them as appendix to the Quarterly Progress Report and Final Report.

The Consultant shall submit all deliverables, both draft and final version in English and Serbian language. Reports will be in electronic form. The commenting period for the

outputs is 2 weeks. In case of no-reaction to the submitted outputs from the MCTI such status will be interpreted as “no objection” of the MCTI and shall be deemed as approved. Revision of deliverable per received comments should not be longer than 2 weeks.

Qualification criteria

The M&E Specialist should possess:

- Advanced degree (Masters level) in Law, Public Policy, Economics or equivalent;
- At least five (5) years of experience with designing and using evaluation tools and methods such as surveys, interviews, focus groups, and research from secondary sources;
- Experience in conducting of at least one similar national/regional analyses/bench marks based on pre-defined indicators, financed by international financial institution (IFI);
- Strong research and analytical skills;
- Excellent communications skills to present information, respond to questions and write reports;
- Excellent Knowledge of English and Serbian language;
- Knowledge of business regulatory/policy issues in the country (R Serbia) is strongly preferred;
- Familiarity with international trade logistics and national customs laws, regulations and border procedures is desirable;
- Proven ability to work without close supervision, to do effective multitasking, and to deal with rapidly shifting priorities under pressure;
- Ability to operate in a multicultural environment and build effective working relations with local and external counterparts;
- Self-Planning & Organizing, Problem Solving, Communication, Teamwork, Initiative.

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.

Appendix 1 Project Development Indicators

Project Development Indicators

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|--|---------------|------|------|------|------------|---------------------------------------|
| Cost to Export (USD) | 82 | | | | 74 | Desk research/focus groups/interviews |
| Cost to import (USD) | 87 | | | | 79 | Desk research/focus groups/interviews |
| Average freight transport time on corridor Skopje Belgrade (hours) | 7 | | | | 6 | Survey/focus groups/interviews |

Intermediate Results Indicators by Components

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---|
| Component 1: Facilitating movement of goods across the Western Balkans | | | | | | |
| Average time to import (hours) | 36 | | | | 27 | Desk research/focus groups/interviews |
| Average time to export (hours) | 32 | | | | 25 | Desk research/focus groups/interviews |
| Number of recommended border regulations that are adopted (Number) | 0 | | | | 3 | Desk research/focus groups/interviews |
| Number of firms that benefit from reformed custom/border services (Number) | 0 | | | | 600 | Desk research/focus groups/interviews |
| Percentage of cargo inspected by border agencies (Percentage) | 30 | | | | 15 | Survey/interviews |
| Stakeholders reporting that the design/blueprint of the NWS is aligned with their needs and their contributions in the planning process (citizen engagement) (Percentage) | 0 | | | | 80 | Survey/interviews |
| Component 2: Improving transport efficiency and predictability | | | | | | |
| Deployment of Intelligent Traffic Systems (ITS) (Number) | 0 | | | | 3 | Desk research (progress reports)/interviews |
| Component 3: Supporting market access for trade and investments | | | | | | |
| Capacity of authorities to examine barriers in trade in services through the production of an action plan to remove barriers | No | | | | Yes | Desk research (progress reports)/interviews |

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---------------------------------|
| Capacity of authorities to examine gender-differentiated barriers in trade in services through the production of an action plan to remove barriers (Yes/No) | no | | | | Yes | Interviews |

Doing Business Indicators² 2020 (Trading Across Border)

Main indicators

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|--|---------------|------|------|------|------------|---------------------------------------|
| Time to export: Border compliance (hours) | 4 | | | | | Desk research/focus groups/interviews |
| Cost to export: Border compliance (USD) | 47 | | | | | Desk research/focus groups/interviews |
| Time to export: Documentary compliance (hours) | 2 | | | | | Desk research/focus groups/interviews |
| Cost to export: Documentary compliance (USD) | 35 | | | | | Desk research/focus groups/interviews |
| Time to import: Border compliance (hours) | 5 | | | | | Desk research/focus groups/interviews |
| Cost to import: Border compliance (USD) | 52 | | | | | Desk research/focus groups/interviews |
| Time to import: Documentary compliance (hours) | 3 | | | | | Desk research/focus groups/interviews |
| Cost to import: Documentary compliance (USD) | 35 | | | | | Desk research/focus groups/interviews |

Trading across border

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---------------------------------|
| Domestic transport costs (USD) from Belgrade to border crossing points | 267 | | | | | Desk research/interviews |
| Domestic transport time (hours) from Belgrade to border crossing points | 3 | | | | | Desk research/interviews |

² Discontinued in 2021

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---------------------------------|
| Distance from Belgrade to main cross border crossing points | 200 | | | | | Desk research/interviews |

Components of border compliance (hours)

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---------------------------------|
| Export: Clearance and inspections required by customs authorities | 3.5 | | | | | Desk research/interviews |
| Export: Clearance and inspections required by agencies other than customs | 0.0 | | | | | Desk research/interviews |
| Export: Port or border handling | 1.8 | | | | | Desk research/interviews |
| Import: Clearance and inspections required by customs authorities | 4.0 | | | | | Desk research/interviews |
| Import: Clearance and inspections required by agencies other than customs | 0.0 | | | | | Desk research/interviews |
| Import: Port or border handling | 2.6 | | | | | Desk research/interviews |

Components of border compliance (associated costs, USD)

| Indicator Name | Baseline 2019 | 2022 | 2023 | 2024 | End Target | Methodology for Data Collection |
|---|---------------|------|------|------|------------|---------------------------------|
| Export: Clearance and inspections required by customs authorities | 47.3 | | | | | Desk research/interviews |
| Export: Clearance and inspections required by agencies other than customs | 0.0 | | | | | Desk research/interviews |
| Export: Port or border handling | 0.00 | | | | | Desk research/interviews |
| Import: Clearance and inspections required by customs authorities | 52.0 | | | | | Desk research/interviews |
| Import: Clearance and inspections required by agencies other than customs | 0.0 | | | | | Desk research/interviews |
| Import: Port or border handling | 0.0 | | | | | Desk research/interviews |