

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia
Enabling Digital Governance in Serbia (EDGE)
Project ID No. P164824**

Assignment Title:

- **Individual Consultant – Project Communication Associate, Reference No. SER-EDGE-IC-CS-22-32-2**

The Republic of Serbia has received financing in the amount of US\$ 50,000,000 equivalent from the World Bank toward the cost of the Enabling Digital Governance Project (EDGE), and intends to apply part of the proceeds for consulting services. EDGE will be jointly financed by the Republic of Serbia in the amount of US\$ 5,000,000.

The scope of assignment for consulting services of **Project Communication Associate (full time)** include:

- Identify and classify the stakeholders relevant to the implementation of the Project;
- Support maintaining communication channels between the OITEG and relevant stakeholders within the public administration and GoS;
- Coordinate joint efforts of the identified stakeholders (relevant GoS institutions and other local partners of the OITEG) in supporting implementation of the Project activities;
- Provide support in designing and implementing outreach and information campaigns, on an internal and external level and among governmental institutions;
- Coordinate and monitor the work of consultants and vendors contracted for Change Management and Capacity Building activities within the Project, as well as other activities associated with these contracts;
- Support organization of Change Management and Capacity Building workshops and other events within the project;
- Support positioning of the OITEG in the context of the latest Public Reform Strategy;
- Ensure proper Project visibility among the GoS institutions;
- Take part in planning and budgeting of outreach activities on the project;
- Perform other outreach-related duties as required by the PIU Project Manager.

Required qualifications:

The Project Communication Associate should possess:

- At least bachelor's degree (180 ECTS) in economics, business administration, social sciences or other related fields;
- At least 10 years of general work experience;
- At least 2 years of professional experience in working within or for the government/public institutions;

- At least 3 years of professional experience in working on capacity building activities. Provision of capacity building services to government/public employees would be considered as an asset. Group facilitation skills are highly desired;
- Previous experience with international donors would be considered as an asset;
- Experience working on stakeholder engagement on public sector reforms, which include government and non-governmental stakeholders;
- Knowledge of local digital ecosystem;
- Knowledge of government/public institutional setup. Able to conduct letters for inter-sectoral communication.;
- Proficiency in using computers and office software;
- Ability to function within a team, deliver when working under pressure and within changing circumstances;
- Strong writing/reporting and presentation skills;
- Strong interpersonal, networking and team building skills;
- Excellent knowledge of written and spoken Serbian and English.

The Consultant shall provide full time services for the life of the project, i.e. until June 30, 2024, 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 Office for Information Technology and e-Government <https://www.ite.gov.rs/edge>.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the 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 3.14, 3.16 and 3.17 of the ***World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, 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.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the address below by mail, by **September 01, 2022, 12:00 hours, noon**, local time.

Contact:	E-mail:	Address:
To:	ljiljana.krejovic@mfin.gov.rs Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	ljiljana.dzuver@mfin.gov.rs	11000 Belgrade, Serbia Tel: (+381 11) 7652652
Cc:	edge@ite.gov.rs	