

# 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 Coordination Associate, Reference No. SER-EDGE-IC-CS-22-35**

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 Coordination Associate (full time)** shall include, but not be limited to the following:

- Supporting beneficiary's implementation teams and relevant governmental stakeholders in planning and development of the Project activities;
- Reviewing and providing inputs on activities' specifications with incorporation of the determined costs into budget planning. Providing analysis of the proposed activities in terms of their alignment with ongoing initiatives and projects governed by the OITEG and relevant stakeholders;
- Operational support of the processes governed by the CFU and provision of administrative assistance in drafting of technical parts of procurement documents;
- Tracking progress and monitoring of the developments under ongoing contracts and activities, both infrastructural and institutional. Providing relevant inputs to the activities' schedules and timelines, reporting on activity progress to internal and external stakeholders;
- Provision of Contract Management services for contracted activities. Tracking deliverables and regular updating of deliverables' schedules under assigned contracts. Supporting collection of documentation relevant to payments against deliverables;
- Close collaboration with the M&E (Monitoring & Evaluation) Consultant in collection and analysis of the data relevant for the timely preparation of predefined reports, for tracking Project Development Objectives (PDO) and Intermediate results, defined by the Loan Agreement (<http://documents1.worldbank.org/curated/en/147451554736280651/pdf/Serbia-Enabling-Digital-Governance-Project.pdf>). Enabling presentation of the PDO status to the OITEG management, for ensuring adequate actions aiming operational improvements leading to the achievement of Project goals.
- Preparing weekly reports for the Project Manager, summarizing key issues, emerging and day-to-day tasks undertaken;
- Preparing ad hoc and predefined reports and documents when so required by the project.

### **Required qualifications for the Project Coordination Associate:**

- University degree in business administration, economics or similar relevant field;
- At least 10 years of general work experience;
- At least 5 years of professional experience in coordination roles in contract implementation of infrastructural and institutional solutions. Preferably within the public sector and in the field of digitalization. Thereof, at least 2 years of professional experience in management reporting regarding the implementation of mentioned contracts;
- Demonstrated knowledge of e-Government legal framework;
- Experience in working on projects funded by international donors;
- 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 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 Consultant shall not have other full or part-time assignment during the engagement under this contract.

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 **January 09, 2023, 12:00 hours, noon**, local time.

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