

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)

Project ID No. P170185

Assignment Title:

- **PIU Financial and Grants Officer (Part-time), Reference No. SER-SAIGE-IC-CS-21-21**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

Scope of work:

- Communication and coordination with Central Fiduciary Unit (CFU) on technical aspects of financial management activities which include accounting, financial reporting, withdrawal applications and monitoring of internal controls, flow of funds, and coordination with the external auditors;
- Keeping all supporting documents and evidence of payments as well as supporting documentation of the Project financial statements in the Project Implementation Unit (PIU) files and submitting one original copy to CFU regular examination by independent auditors and World Bank staff during missions;
- Verification of received Ministry of Education, Science and Technological Development (MoESTD)/PIU invoices against the contract details prior to their handling by the financial management staff of the CFU;
- Preparation of Payment request required, in order to receive Overview of costs for payments prepared by the CFU and forwarding all documents to MoESTD Financial Department for payment execution;
- Coordination with RDIs undergoing transformation (Subcomponent 1.2.) related to the grants including verifying eligibility of costs;
- Submitting electronic copies of Bank statements after effected payments to CFU/Science Fund (SF)/Innovation Fund (IF) showing all payments for record keeping and as basis for required reports;
- Communication and coordination with CFU on technical aspects of financial management activities which include accounting, financial reporting, withdrawal applications and monitoring of internal controls, flow of funds, and coordination with the external auditors;
- Keeping all supporting documents and evidence of payments as well as supporting documentation of the Project financial statements in the PIU files and submitting one original copy to CFU regular examination by independent auditors and World Bank staff during missions;

- Collection and verification of financial documents; monitoring of financial transactions of the MoESTD/PIU/IF/SF; archiving and safekeeping of financial documentation (statements of the Treasury Account; reports on the execution of Acceptable Costs; contracts entered into; payments made; Cost Statements; and financial plans of the Project);
- Supervising compliance by the PIU with financial management procedures of the PIU, and report to the PIU Project Manager;
- Submitting timely and accurate information on financial transactions to the CFU with the aim of reconciling and replenishing the dedicated account, and prepare approvals for withdrawal of loan funds;
- Keeping books in a manner acceptable to the Bank;
- Communication and coordination with the NBS and Treasury of the Republic of Serbia on the activities regarding the dedicated account;
- Supervising PIU expenditures and analysing compliance of expenditures with the planned budget, including by preparing Project financial plans for purposes of preparing the programme budget of the Republic of Serbia;
- Take part in the development, improvement, and implementation of procedures envisaged under the Project Operational Manual and annual Project budget; preparation of supplementary budgets where required; and networking with financial staff of MoESTD and the CFU to ensure all expected Project costs are fully captured;
- Perform other financial-related duties in support of Project implementation as required by the PIU Project Manager.

The Financial and Grants Officer will be engaged on a part-time basis for the duration of the Project with a probation period of 6 months and the possibility of increasing depending on need. The current Closing Date of the Project is September 30, 2024.

The expected time effort for the assignment is up to 14 working days (i.e., 112 hours) per month.

Required qualifications:

- University Degree in the economics, finance or accounting, (postgraduate academic or professional degree will be considered as an advantage);
- At least five years of professional experience in a financial and accounting position with public-sector beneficiaries, private companies, bank, or international organisation or budget entities;
- Knowledge and practice of administrative procedures of the World Bank related projects is preferable;
- Experience in budget planning and management;
- Knowledge of public financials and budget of the Republic of Serbia;
- Good spoken and written English;
- Advanced computer skills, and in particular experience with financial software;
- Prior experience working in international projects is preferable;
- Demonstrated ability to work in a team;
- Experience in implementation of international projects.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Ministry of Education, Science and Technological Development <http://www.mpn.gov.rs/konkursi-tenderi-2/>

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 (40 Points)
- Qualifications and Competence relevant to the Assignment (60 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 email below, by **September 17, 2021, 12:00 hours, noon**, local time. 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**).

Contact:	E-mail:	Address:
To:	ljljana.krejovic@mfin.gov.rs Ms Ljljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	ljljana.dzuver@mfin.gov.rs	11000 Belgrade, Serbia Tel: (+381 11) 2021587
Cc:	viktor.nedovic@mpn.gov.rs	