

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

**Republic of Serbia**

**Ministry of Education, Science and Technological Development (MoESTD)  
INCLUSIVE EARLY CHILDHOOD EDUCATION AND CARE PROJECT  
Loan No. IBRD86930**

The Republic of Serbia has received financing from the World Bank (Bank) toward the cost of the Inclusive Early Childhood Education and Care (ECEC) Project and intends to apply part of the proceeds of this loan funds to payments under the contract:

**TRANSLATOR**

**(full term consultancy)**

**reference number: SER-ECEC-8693YF-IC-CS-18-11**

The Translator (full-time position) is responsible for providing range of translation services under the ECEC project. Specific tasks and responsibilities of the Translator are to: provide accurate and professional written translation and editing of various documents and reports (English to Serbian / Serbian to English); provide accurate and professional simultaneous translation (English to Serbian / Serbian to English); develop with time a glossary of relevant specialized terminology and acronyms; provide accurate and professional performance of other tasks related to translation at the request of the MoESTD official responsible for the Project and/or the Project Management Unit (PMU) Director. Unless otherwise specified, the translation should include all the text, text-boxes, footnotes, endnotes, table of contents, biography, tables, captions, graphs, charts, slides, notes, etc., and should follow the formatting of the original document. It is expected that the Translator will perform the following: timely delivery of translations; high quality translation, which implies masterful use of a lexicon that shows consistency; grammatical and stylistic literacy; timely reporting on the volume of work accomplished and any issues that might affect project timeliness and quality.

For the Translator following is required: university degree in English or relevant educational background certified by recognized institution; at least three (3) years demonstrated experience in translating and editing; knowledge of word processing, Excel, ppt, etc., to be able to properly format reports, etc., as translated; previous experience in World Bank financed projects is desirable; demonstrated ability to work in team; ability to work under pressure and meet deadline.

The Consultant shall provide full-time services for an initial period of one year. She/he will have a probationary period of six (6) months. Subject to satisfactory performance, the contract may be extended for the life of the project, i.e. until December 30, 2022. Expected start of services is July of 2018.

The Central Fiduciary Unit (CFU) of 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.

The following selection criteria with corresponding points will be used for the evaluation procedure:

Qualifications	20 pts
Working experience relevant to the assignment	50 pts
Knowledge of Serbian and English language and computer skills	30 pts

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011, revised 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

The Consultant will be selected in accordance with the Individual Consultants method set out in the Consultant Guidelines.

Interested consultants may obtain further information from the CFU at the address below from 08:00 to 15:00 hours.

Expressions of interest **in English language** must be delivered to the e-mail address below by **June 11, 2018, 12:00 Noon**, local time.

When submitting Expressions of interest **please indicate assignment and reference number for which you are applying.**

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