

**REPUBLIC OF SERBIA
COMPETITIVENESS AND JOBS PROJECT
Loan No. 8528 YF**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR
INDIVIDUAL CONSULTANCY SERVICES**

Component 3 IMPLEMENTATION OFFICER

Republic of Serbia was granted a loan from the International Bank for Reconstruction and Development to improve the competitiveness and employment toward the cost of the Competitiveness and Jobs Project (Project) and intends to apply part of the proceeds to payments for individual consultancy services under this Project.

Ministry of Education, Science and Technological Development of the Republic of Serbia (MoSTD) needs to engage (contract) one **Implementation Officer (Consultant)**.

Background

The main goal of the Project is to improve the efficiency and coordination of selected public programs to mitigate the constraints for competitiveness and job creation, including investment and export promotion, innovation, active labour market programs, employment mediation and activation of users of social assistance. The Project incorporates three ministries — the Ministry of Economy (plus its development agencies), Ministry of Education, Science and Technological Development and Ministry of Labor, Employment, Veteran and Social Affairs — and the Public Policy Secretariat in the implementation and piloting of the policy planning, monitoring and coordination (PPMC) framework. The Project is expected to lead to better designed and better coordinated policies, since it is anticipated that, through piloting the PPMC system, they will become part of a clear, strategic framework with a robust monitoring and evaluation system. The central institution responsible for coordination of the Project is the PPS, with the assistance of Project Implementation Unit (PIU) established in the PPS, as a technical coordination unit of the Project.

The MoESTD is responsible for the achieving results within **Component A.3**. This component supports programs for innovation through:

- a) Supporting the operations of the Innovation Fund and its Matching Grants Program;
- b) Supporting the Technology Transfer Facility (TTF) service lines at the Innovation Fund; and
- c) Undertaking strategic planning for institutional reform of the public research and development sector.

Objective of the Assignment

The Implementation Officer will be responsible for monitoring and reporting on the implementation of operations in the line with coordinated activities under the Innovation Fund, MoESTD and close cooperation with the Project Implementation Unit (PIU) Head within the PPS. Specifically, this refers to the Matching Grants Program, the Technology Transfer Facility (TTF) and the reform of the public research and development sector. Therefore, the Implementation Officer will be responsible for the technical/administrative support that is important for the coordinating, reporting and implementing the activities which will underpin the reforms contained within Component 3.A.

Specific objectives of the Component 3.A Implementation Officer engagement are:

- Monitoring and reporting on the implementation of the tasks related to the PPMC System, as defined by the Project and described in the Project Operation Manual, and provision of support and capacity building within the MoESTD, where deemed relevant.
- Cooperation with the Project Implementation Unit (PIU) in order to secure uniformity in the systems of planning and monitoring of the project activities, and ensure the timely reporting of the progress of Component 3.A.

- Cooperation and administrative support to other consultants engaged within Component 3.A of the Project to ensure a cohesive division of responsibilities, reporting and monitoring, and strong modes of communication.

Scope of work

The Implementation Officer, who will be directly accountable to the MoESTD, will have the following scope of work:

Covering the period 2016-2018 the Implementation Officer will work with the Internal Working Group of the MoESTD, and communicate as needed with the PIU of the PPS, to fulfil the monitoring and reporting obligations of the Project. While MoESTD, with its Internal Working Group, is responsible for the content of the reforms and activities of the Project, the Implementation Officer is responsible for the technical/administrative support for the Project implementation as follows:

- Support with collection of data required to report on the Project Key Performance Indicators (KPIs), applying the reporting tools, and respecting the timelines, defined in the Project Operations Manual.
- Support with the collection of the data required to report on the achievement of the Project Disbursement Linked Indicators (DLIs), applying the reporting tools, and respecting the timelines, defined in the Project Operations Manual.
- Support with the collection of the data required to report on the achievement of the Eligible Expenditure Programs (EEPs), applying the reporting tools, and respecting the timelines, defined in the Project Operations Manual.
- Additionally, undertaking the financial management of the Project component A.3, keeping records on the execution of Eligible Expenditure Programs (EEPs) of the ministries, entities, and agencies involved in this component, monitoring the financial transactions of the Project, and verification of the financial documents as necessary and outlined in the Project Operations Manual.
- Working with the experts engaged in the Project, the PIU, and the MoESTD, assist with the periodic evaluation and revision of protocol and targeted values as needed;
- Ensuring that the timelines of the Project (further described in the Project Operations Manual) are respected, and that all documentation is delivered in a timely manner.
- Support for problem identification and resolution, working with the PIU, the MoESTD and the other experts engaged in the Project;
- Supporting participation at the Coordination body meetings;

Further, the Implementation Officer will be responsible for coordinating the monitoring and reporting responsibilities (working with the experts engaged through the Project, the MoESTD Internal Working Group, the Innovation Fund, and other relevant Ministry and Entities) of the following:

- One or more TTF service lines (2016)
- The MoESTD report on detailed results of the self-assessments and pilot audits by international experts (2016)
- The Matching Grants Evaluation report (2017)
- The report on number of transactions initiated (2017)

- The report on RDI performance audits that builds on the 2016 pilot to be completed by international experts, including sector reforms and introduction of management systems based on the results, both at the level of institutions and individuals (2017)
- The preparation of a financing proposal to government or donors (2018)
- The report on number of transactions initiated by the TTF (2018)

Experience and Qualifications

- Postgraduate academic or professional degree (PhD, master's degree, specialist academic degree, or specialist professional degree), or graduate degree awarded following the completion of a course of study of at least four years' duration;
- At least 5 years of relevant professional experience in working with international institutions on public administration reform and/or economic/development projects;
- Experience in implementation at least one project implemented/funded by the World Bank or other international organisation;
- Good spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills;
- Experience in program plans and reports development and good in co-operation between officials of the Government and other public authorities;
- Advanced computer skills

Timing and Duration

The time frame and duration of the service contract will be for the entire duration of the Project, i.e. to the end date of the Project (June 2019). Engagement of implementation officer (IO) will be organised as part-time job for 14 days per month, for a total of 112 working hours per month.

The Project Implementation Unit (PIU) within the Public Policy Secretariat of the Republic of Serbia will administer the Contract with the selected consultant. The Public Policy Secretariat now invites eligible individual consultants to indicate their interest in providing the services.

The individual consultants will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014](#)

Interested and eligible individual consultants for this position should send Expression of Interest, together with information on relevant experience and CV in English, by e-mail (with the exact title of the position in the "Subject" of the e-mail) to the contact information listed below.

Expressions of interest must be delivered by **August 01, 2016, 12:00 Noon, local time.**

Contact:

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