

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:

- **SAIGE Project Assistant and Translator (full time), Reference No. SER-SAIGE-IC-CS-20-08**

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.

The specific tasks and responsibilities of the Consultant will be:

1. Providing administrative and organisational support for efficient day-to-day function of Project Implementation Unit (PIU) in overall Project implementation;
2. Ensuring clear and, depending of confidentiality, accessible database of all incoming and outgoing documentation for PIU;
3. Efficiently organizing, maintaining and safekeeping of PIU files and filing system;
4. Participating in preparation of payments;
5. Preparing drafts of internal documents relevant for the Project implementation;
6. Ensuring translation of texts from Serbian to English and vice versa, and translation in meetings, seminars, conferences, and trainings/workshops when required;
7. Coordinating and participating in logistical arrangements and preparation of seminars, conferences and trainings related to the Project and Entrepreneurial discovery process (EDP) of the Smart Specialization Strategy;
8. Organizing PIU meetings;
9. Interaction with the Ministry of Education, Science and Technological Development (MoESTD), other authorities, CFU, PIEs and the World bank team on the administrative aspects of the Project;
10. Other tasks related to the Project at the request of the PIU Manager;
11. Providing accurate and professional written translation and editing of various documents and reports (English to Serbian/Serbian to English);
12. Providing other related tasks, as required.

The Project Assistant and translator will be based at the MoESTD premises within the PIU. The MoESTD/PIU will provide the requisite office infrastructure, printing, paper and other supplies/services.

Required qualifications:

1. University degree in English or relevant educational background certified by recognized institution;

2. At least 5 years of professional experience in related jobs, including in translation;
3. Knowledge and practice of administrative procedures in public administration is preferable;
4. Excellent writing, communication and data analysis skills;
5. Fluency in Serbian and excellent command of English;
6. Advanced computer skills, excellent command of Microsoft Office tools (Word, Excel, Power Point);
7. Knowledge and practice of administrative procedures of the World Bank related projects is preferable;
8. Prior experience working in international projects is preferable;
9. Demonstrated ability to work in team.

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 **April 14, 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:
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