

**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:

**GRANT ASSISTANT  
(full time consultancy)  
reference number: SER-ECEC-8693YF-IC-CS-19-45**

**Tasks and responsibilities** are:

- Assists the Grant Coordinator in implementation of the grant component;
- Processes financial documentation of the grant beneficiaries;
- Contacts grant beneficiaries, provides instructions for financial management and reporting and assists them to correctly keep financial documentation related to grant proceeds management;
- Processes/preparing necessary documentation for transfer of grant proceeds to grant beneficiaries;
- Maintains accounting records of grant awarded projects (including the systematic filing of all necessary documentation) in excel spreadsheet;
- Verifying eligibility of costs,
- Creates accessible database of all incoming and outgoing financial documentation for the Grants;
- Participates in trainings for Grants beneficiaries regarding issuing grants and auditing uses of funds;
- Participates in preparation of grant-related Project's Reports;
- Liaises with the finance department of the MoESTD and CFU;
- Performs other operational and technical tasks for the Grant Project component required by Grant Coordinator and PMU Director.

Following is **required**:

- At least high school degree; university degree preferred;
- At least five (5) years of experience in administrative/financial field;
- Experience with managing data basis;
- Experience with documentation systematization and archiving;
- Knowledge of local administration structure and procedures;

- Adequate computer skills and knowledge of relevant software packages required;
- Excellent communication, interpersonal and team working skills;
- Excellent presentations skills.

The Consultant shall provide full time services for the life of the project, i.e. until December 30, 2022, with a probationary period of six (6) months. Expected start of services is October 2019.

The Central Fiduciary Unit (CFU) of the 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 (scanned diplomas to be sent with CV).

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 **September 26, 2019, 12:00 Noon**, local time.

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

**Central Fiduciary Unit**  
**Ministry of Finance**  
**11000 Belgrade, Serbia**  
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