

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

**Republic of Serbia
Sava and Drina Rivers Corridors Integrated Development Program
Project ID No. P168862**

Assignment Title: Financial and Tax Coordinator (full time)

Reference No.: SER-SDIP-IC-CS-23-32

Expected duration: 30 months

The Republic of Serbia has received financing from the International Bank for Reconstruction and Development (IBRD) (“World Bank”) towards the cost of the Sava and Drina Rivers Corridors Integrated Development Program, Phase I project, and intends to apply part of proceeds for consultancy services.

Financial and Tax Coordinator is to act as a focal point for all financial and tax related matters under the project within Ministry of Agriculture Forestry and Water Management -Republic Directorate for Water (RDW) and cooperation with Central Fiduciary Unit (CFU) within the Ministry of Finance, and any other stakeholder involved in the Project implementation.

The assignment includes a competitive salary and multi-year full-time engagement in an international setup.

The scope of work of the Consultant shall include the following:

- Maintain accounting records (including the systematic filing of all underlying documentation) and at the request of producing quarterly reports and prepare quarterly and annual project-level financial reports/statements for internal/external distribution required by the Republic Directorate for Water and review of financial performance against budgets;
- Manage the Project Financial Administration system which includes control procedures upon loan disbursements to enable adequate monitoring and advise the PIU Director on potential issues relating to availability of funds;
- Collect and submit required documents to CFU (request for payments with supporting documents, Bank Statements after payments execution, etc.);
- Maintain and manage the Designated Account, adhering to Bank procedures, for operating and reporting on activities associated with the accounts and assemble the necessary information to support the special account replenishment and direct bank payments process;
- Prepare and carry out the tax exemption procedure for all contracts signed under the Project, as well as other eligible costs, including submission of the tax return form through the Tax Information System (ePorezi);
- Prepare and execute payment orders through the Business Information System (NexTBIZ) and the Budget Execution Information System (ISIB);
- Organize the filing and archiving of financial documentation;
- Monitor compliance with agreed Financial Management procedures in the PIU and reporting to the PIU Director on updates and potential issues;
- Monitor PIU expenditures and reviewing compliance with agreed budgets;
- Review financial and other pertinent documentation;
- Manage, control and follow up Bank Guarantees submitted by Bidders;
- Check and keep record of mandatory purchase of Project tender documentation;
- Maintains regular communications with the Contract Management Officer to ensure that information related to procurement / contract implementation procedures is well coordinated with other documents related to planning, budgeting and reporting on the financial operations of the Project;

- Maintains regular communications with the Monitoring and Evaluation Consultant/Monitoring and Evaluation Junior Consultant to ensure that all information is available for monitoring and evaluation of the project in order to keep project on the track and identify potential problems in advance.
- Act as the primary contact within MoAFWM -RDW with CFU and external financial auditors;
- Assist to Contract Management Officer related to procurement aspects and contract implementation to be in correlation with financial budget and request;
- Assist in the preparation, annual Project budget and any periodic budget revisions, including liaising with finance staff of other implementing agencies and the RDW to ensure full inclusion of all anticipated Project expenditures.
- Operational monitoring and realization of financial obligations of each contract on procurement of goods, services, etc. for the Project realization needs;
- Liaise with the finance department of the RDW;
- Review financial and other pertinent documentation;
- Report to CFU, PIU Director and the RDW about the realization of the financial part of the Project;
- Any other duties supporting the implementation of the Project, as directed by the PIU Director and/or officials of the RDW.

The Consultant shall have the following qualifications and experience:

- Education: University degree in Economics, Finance or related field;
- At least seven years of experience in the field of financial execution and accounting record – keeping;
- Previous experience in similar assignments, preferably with International Financing Institutions and/or donor funded projects;
- Excellent communication, interpersonal, organization and team working skills;
- Computer literacy and ability to use MC Office applications;
- Excellent knowledge of Serbian and English language, both written and spoken;
- Preference will be given to candidates with experience in using Budget Execution Information System (ISIB) and NexTBIZ software.

The detailed Terms of Reference for the above referenced consulting services is posted on the official website of the MAFWM/Republic Directorate for Water at <https://rdvode.gov.rs/javne-nabavke-bez-zakona-projekt-integrisanog-razvoja-koridora.php>

The CFU 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 qualifications, experience in similar assignments and availability of required skills (scanned diplomas to be sent with CV).

The evaluation criteria for the assignment are as follows:

- Specific Experience relevant to the Assignment (60 Points)
- Qualifications and Competence relevant to the Assignment (40 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 Investment Project Financing (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. The type of contract will be time-based contract.

Interested consultants may obtain further information at the address below during office hours.

Expressions of interest **in English language** must be delivered to the **e-mail addresses** below by **February 5, 2024, 12:00 noon, local time**.

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

Contact:	E-mail:	Address:
To:	dejan.jeremic@mfin.gov.rs Mr. Dejan Jeremić Procurement Specialist	Ministry of Finance Central Fiduciary Unit Balkanska 53 11000 Belgrade, Serbia Tel: +381 11 7652565
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