

**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: SENIOR CONTRACT MANAGEMENT COORDINATOR (full time)
Reference No.: SER-SDIP-IC-CS-26-47
Expected duration: until November 30, 2027

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.

The objective of hiring of a Consultant is to support all contracting and procurement related matters under the project in close cooperation with the Central Fiduciary Unit (CFU) within the Ministry of Finance, the Ministry of Agriculture, Forestry and Water Management - Republic Directorate for Water (RDW), Public Water Management Companies and any other stakeholder involved in the Project implementation.

She/he will have following responsibilities:

- Support preparation, review, adjustment and monitoring for all contracting related aspects of the project implementation;
- Support the activities related to the submission of documentation relevant for preparation of the tender documentation by Public Water Management Companies to the PIU;
- Support/assist stakeholders included in the project contracting and procurement operations (CFU, RDW, Public Water Management Companies, local self-governments, etc.) during preparation of tendering documents, evaluation(s), negotiation(s) and contract(s) award;
- Take part in the evaluation process for procurement operations under the project, if required;
- Support contract implementation under the Project to be in line with the World Bank Procurement Regulations, Project Operations Manual, and other relevant Project documents;
- Take part in updating of the Procurement Plan between stakeholders – the Public Water Management Companies, the Republic Directorate for Water and submit to the CFU;
- Coordinate preparation of the RDW Procurement Plan for Public procurement to which the Law on public procurement does not apply (for activities related to Project);
- Together with Contract Management Officer assisting to CFU during preparation of all procurement documents related but not limited to the defining key contractual terms and conditions, contractual milestones, and payment procedures consistent with contractual provisions, key contract deliverables and a description of the measurement process (if required);
- Following KPIs - Project indicators;
- Assisting to PIU Engineers in follow up during implementation of contracts for works, goods and consultancy services under the Project;
- Assisting to CFU during preparation of the amendments to the tender document;
- Assisting to PIU and CFU staff during negotiating contracts and clarifications in formulate appropriate evaluation criteria, in the preparation of draft tender document;
- Prepare, establish and maintain data base of all signed contracts on the Project related documentation;

- Together with Contract management Officer, Financial Specialist and PIU Engineers identify, assess, and proactively manage risks, ensuring that mitigation measures are implemented before risks materialize;
- Ensure that all changes through the implementation of the contracts are properly justified, documented, and approved in accordance with applicable procedures and Regulations;
- Establish and maintain efficient contracting tracking system, as well as a proper filing system to ensure quick retrieval of procurement information by RDW officials, visiting supervision missions, annual auditor, etc.;
- Organize contract closure procedures and final reporting;
- Provide accurate and timely information regarding contracts implementation to all relevant stakeholders throughout the project;
- Monitoring contract deliverables and providing inputs/comments on the work performed by contractors/consultants/suppliers;
- Monitoring Environmental and Social aspects of the Project together with Environmental and Social Specialists;
- Enter contracts data in STEP, as required;
- Carry out continuous education and improvement of professional skills and knowledge through seminars, professional discussions, literature and exchange in the field of procurement and contract management required by the World Bank;
- Other tasks related to contracting and procurement operations at the request of the PIU Director and/or officials of RDW.
- Use of AI-based tools for applicable tasks and verification of AI-generated outputs.

The Consultant shall have the following qualifications and experience:

- University degree in law, economics, engineering or management;
- At least 15 years of experience in contracting, public procurement and contract management of major infrastructure projects;
- At least 10 years of experience in similar assignments, preferably with International Financing Institutions and/or donor funded projects and/or international business environments;
- Proven organizational and management skills;
- Demonstrated knowledge and experience of the FIDIC contract rules for the Red or Yellow book (editions 1999 and 2017 with updates), FIDIC contract management shall be considered as an asset;
- Computer literacy and ability to use MS Office applications;
- Proficiency in current AI-based tools;
- Excellent knowledge of Serbian and English language, both written and spoken.
- Knowledge of government structures and /or previous experience in working in public institutions would be considered an asset;
- Proven ability to develop strategic documents and project proposals as evidenced by portfolio of previous assignments;
- Driving license / B category.

The detailed Terms of Reference for the above referenced consulting services is posted on the official website of the Ministry of Agriculture, Forestry and Water Management (MAFWM)/Republic Directorate for Water at <https://rdvode.gov.rs/poslovi/nabavke/projekat-integrisanog-razvoja-koridora-save-i-drine/> .

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
 - Knowledge of the FIDIC contract rules
 - IFI-funded project experience
 - Experience in similar assignments
 - Experience in contracting, public procurement and contract management of major infrastructure projects.
- Qualifications and Competence relevant to the Assignment (40) Points
 - Academic background
 - Knowledge of Serbian and English language, both written and spoken;
 - Computer literacy, Word, Excel, PowerPoint
 - Proficiency in current AI-based tools

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 **May 4, 2026, 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: | zorica.petrovic@mfin.gov.rs Ms. Zorica Petrović Procurement Specialist | Ministry of Finance Central Fiduciary Unit Balkanska 53 11000 Belgrade, Serbia Tel: +381 11 7652565 |
| Cc: | ljljana.dzuver@mfin.gov.rs mirko.gvozdencovic@minpolj.gov.rs | |