

Sava and Drina River Corridors Integrated Development Program

Terms of Reference

SENIOR CONTRACT MANAGEMENT COORDINATOR

1. Background

Sava and Drina River Corridors Integrated Development Program (SDIP) aims to accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate. SDIP will be implemented through a sequential and simultaneous two-phased programmatic approach with five participating countries: Serbia, BiH, Montenegro, Croatia and Slovenia. The objective of the Phase I of the Project is to improve flood protection transboundary water cooperation in the Sava and Drina River Corridors. The proposed SDIP Program Phase I comprises of the following components:

- (i) Component 1: Integrated Management and Development of the Sava River Corridor – this component will finance investment in renovation and upgrading of flood protection infrastructure to reduce the risk and impact of floods, thereby increasing the resilience of the riparian countries to climate related threats.
- (ii) Component 2: Integrated Management and Development of the Drina River Corridor – this component will support multipurpose investments along the Drina River to reduce the risk of flood in Phase I. It will facilitate the implementation of actions, management measures and investments identified by the Drina River Strategic Action Plan being prepared under the ongoing Western Balkans GEF-SCCF Drina River Basin Management Project.
- (iii) Component 3: Project Preparation and Management – this component will support preparation of Phase II activities and operational costs, consultancies, non-consultancy services and goods required for the establishment and operations of the PIUs.
- (iv) Component 4: Regional Activities – this component aims to strengthen strategic regional dialogue, joint planning and sustainable management and development of the shared water resources in the Sava and Drina River Basin, including building resilience to climatic shocks.

In addition, the Ministry of Agriculture, Forestry and Water Management has received a Grant for the preparation of the second phase of the Sava and Drina Rivers Corridors Integrated Development Project.

The objective of this grant is to support the preparation of the second phase of the Sava and Drina Rivers Corridors Integrated Development Project – Phase 2. The grant will provide support to (i) procurement readiness of selected Phase 2 investments; (ii) design and technical assessments related to proposed investments; and (ii) the preparation of necessary environmental and social (E&S) instruments as part of risk mitigation and stakeholder engagement

2. Scope of 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, keycontract 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;

3. Institutional Arrangements

Senior Contract Management Coordinator will be a member of the PIU team established in the Ministry of Agriculture, Forestry and Water Management – Directorate for Water and will be under the authority of the PIU Director. She/he will work in close cooperation with the Central Fiduciary Unit of the Ministry of Finance.

4. Reporting requirements

The Consultant is obliged to report to the PIU Director.

Minimum reports to be prepared:

- Monthly Reports-The Consultant shall prepare the monthly reports describing tasks performed. This report will form a basis for payment and should be submitted at the end of each month to the PIU Director for approval.
- Ad hoc reports requested by the PIU Director and/or RDW.

All reports should be submitted in English and/or Serbian language, as needed and indicated by the PIU Director.

5. Terms and duration of the Assignment

This is a Full-time position during the lifetime of the Project. The Consultant shall not have other full or part-time assignment during the engagement under this contract.

The Contract will be the Standard World Bank Time-Based Contract for Small Assignments, entered between the PIU Director and the Ministry of Agriculture, Forestry and Water Management – Directorate for Water, as Client.

6. Qualifications

- 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.

7. Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

8. Selection of Consultant

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the Regulations (July 2016 Revised November 2017 and August 2018).

- 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