

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

Donor Trust Fund – Serbia Digitalization for Business Environment

No. P174555

Assignment Title: Project Implementation Unit – Business Enabling Coordinator

Reference No.: SER-GA-IC-CS-24-04

International Bank for Reconstruction and Development (hereinafter: the World Bank), acting as administrator of the European Commission, on behalf of the European Union for the EC – World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single-Donor Trust Fund – Serbia Digitalization for Business Environment, extended a grant (hereinafter: Grant) to the Republic of Serbia to assist in the financing of the project “Serbia Digitalization for Business Environment” (hereinafter: Project

Implemented within the framework of the Action Programme for the Republic of Serbia, adopted by the European Commission on November 28, 2019 and confirmed by the Financial Agreement with the European Commission, which was signed by the Republic of Serbia on February 6, 2020, the Project refers to the Result 1 of the said Action Programme: Improvement of the coordination of reforms in the field of business environment and optimization of the regulatory environment for economic entities. It enables digitization of 20 business episodes and accompanying registers and records, which will in turn create conditions for the Public Policy Secretariat (PPS) of the Government of the Republic of Serbia to further support improvements of the business environment.

The objective of the Project is to improve aspects of the business environment through the digitalization of selected government-to-business services in the prioritized sectors.

Public Policy Secretariat (PPS) will carry out the Project in collaboration with the Office for Information Technologies and e-Government - government agency, tasked with implementing various digitalization and e-Government initiatives (hereinafter: ITE).

The scope of work of the Consultant will be as follows:

The Business Enabling Coordinator will have the following scope of work:

- Assist the PIU Manager in overseeing the implementation of the Project: monitor progress, identify potential risks, and propose mitigation strategies.
- Ensure alignment with Project objectives and timelines.
- Stakeholder Coordination:
 - Facilitate communication and collaboration between the PIU, PPS, ITE, and other relevant government agencies. Organize meetings, workshops, and other activities to engage stakeholders.
 - Coordinate gathering of feedback from the private sector, including business organizations and other relevant representatives. This can include participation in

thematic forums related to digitalization and business environment improvement, facilitating dedicated workshops or focus groups, and other relevant consultations with the private sector. Capture insights and recommendations from the consultations to inform project activities.

- Collect and organize input from stakeholders for the development of business episodes and other Project components. Ensure that the feedback and inputs are adequately reflected in proposed reengineering of processes, in a way that reflects the needs of both government and businesses.
- Process Reengineering Support: Work closely with Process reengineering and IT Officer to streamline government-to-business services.
 - Support the Process Reengineering and IT Officer in collecting relevant information from the government agencies and other counterparts in charge of different administrative procedures that will be optimized. Facilitate meetings and data exchange, including follow up with relevant counterparts.
 - Support the Process Reengineering and IT Officer, and other PIU staff as needed, in developing technical specifications and procurement packages, conducting market research, and communicating with the bidders and vendors.
 - Provide input on optimizing processes for digitalization and simplification.
- Visibility and communication.: Coordinate and facilitate efforts to promote Project visibility and communicate achievements to stakeholders. Based on the guidance from the PIU Manager, take the lead in developing visibility and communication efforts, including specific events and campaigns.
- Support and facilitate work with M&E experts. Support establishing and tracking of key performance indicators (KPIs) and monitoring frameworks. Provide input for monitoring and evaluation activities, including data collection and analysis.
- Prepare regular progress reports for internal and external stakeholders.
- Ensure that Project documentation is accurate, up-to-date, and accessible to all relevant parties.
- Participate in relevant conferences, workshops and training events, as required to fulfill tasked role;
- Perform other duties in support of Project implementation as required by the PIU Manager and / or Client Director

The Consultant shall have the following qualifications and experience:

The Terms of Reference for the above referenced consulting services are posted on the website of the Public Policy Secretariat (PPS); <https://rsjp.gov.rs/en/calls/public-call-for-selection-of-consultants-serbia-digitalization-for-business-environment-notice/>

Central Fiduciary Unit 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 evaluation criteria for the assignment are as follows:

- Specific Experience relevant to the Assignment (60 Points)
- General experience (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 IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017, August 2018 and November 2020)* (“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..

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 **June 12, 2024, 12:00 hours, noon**, local time.

Interested consultants must provide **Cover Letter (name and reference number of the assignment to be indicated in the email)** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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