

**REPUBLIC OF SERBIA
COMPETITIVENESS AND JOBS PROJECT
Loan No. 8528 YF**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR
INDIVIDUAL CONSULTANCY SERVICES**

Specialist for Improvement of SMEE Competitiveness

Republic of Serbia was granted a loan of the International Bank for Reconstruction and Development to improve the competitiveness and employment toward the cost of the Competitiveness and Jobs Project (Project) and intends to apply part of the proceeds to payments for individual consultancy services under this Project.

Ministry of Economy of the Republic of Serbia (MoE) needs to engage (contract) one **Specialist for Improvement of SMEE Competitiveness** (Consultant).

Background

The Project aims to improve the effectiveness and coordination of selected public programs to alleviate constraints to competitiveness and jobs, including investment and export promotion, innovation, active labor market programs, labor intermediation, and activation of social assistance beneficiaries. The Project implements three ministries — the Ministry of Economy (plus its development agencies), Ministry of Education, Science and Technological Development and Ministry of Labor, Employment, Veteran and Social Affairs. The central institution responsible for coordination of the Project is Public Policy Secretariat (PPS) with the assistance of Project Implementation Unit (PIU) established in PPS, as a technical coordination unit of the Project. PPS coordinates the gathering and processing of the results of monitoring, reporting, fiduciary functions and safeguard procedures in close cooperation with the institutions participating in the Project.

Ministry of Economy is responsible for the achieving results within **Component 2**. This component supports implementation of the program for investment and export promotion through:

- Developing and adopting a strategic framework and overall action plan for investment and export promotion, including restructuring the Ministry of Economy investment and export promotion agencies,
- Improving the investment and export promotion programs and services

Objective of the Assignment

One of the strategic priorities of the newly adopted Serbian Small and Medium Size Enterprises and Entrepreneurship (SMEE) and Competitiveness Development Strategy until 2020, knowledge and innovation based competitiveness development aiming at strengthening domestic micro, small and medium-size enterprises to be ready enough to respond to competition on integrated EU market. Therefore, the overall objective of engagement of the Specialist for Improvement of SMEE Competitiveness (Consultant) is to contribute to increased competitiveness of Serbian SMEE and contribute to their easier access to EU market.

Scope of Work

In order to implement proposed Scope of Work the Consultant will implement its activities in close harmonization with other activities implemented by other consultancy firms and consultants, all working simultaneously on developing the strategic framework for investment promotion and export development.

The Consultant will implement the following activities in order to achieve the main objective of the engagement:

1. Desk research, interviews, focus groups and surveys with key stakeholders from public and SMEE sectors (both individual companies and business associations) for the purpose of identification and assessment of all current and existing SMEE incentive programs, their reach and effectiveness, gaps, problems, challenges and domestic and international good practices, as well as business sector needs

2. Facilitate the Working Group established by the Ministry of Economy to work on needs assessment and design of the incentive programs in line with EU rules and procedures. The Working Group should consist of representatives of relevant ministries, institutions and representatives of business associations
3. Develop the Action Plan for design and implementation of the new SMEE incentive programs for 2017. These SMEE incentive programs will be designed based on the mapping and assessment of the existing programs, their reach and impact, as well as on the conducted needs assessment of the SMEE sector and gaps identified between the existing programs and SMEE sector needs. In addition to specific activities within the program, it will, also, clearly identify delivery mechanisms for each of the service / support, as well as monitoring system and mechanisms. Each new incentive program should be time-bound, costed, prioritized and sequenced with clearly identified responsibilities of all stakeholders, process indicators and performance targets and key milestones.
4. Develop clear communication protocols (planning and reporting system) between the Ministry of Economy and Serbian Development Agency
5. Develop coordination mechanisms for implementation of SMEE incentive programs between local, regional and national stakeholders
6. Develop Monitoring and Evaluation Plan (M&E) for distribution and implementation of SMEE incentive programs in 2017 (in cooperation with Impact Evaluation Lead and/or Impact Evaluation Specialist of the Public Policy Secretariat)
7. Support the Impact Evaluation Lead and/or Impact Evaluation Specialist of the Public Policy Secretariat in evaluation of 2016 SMEE incentive programs
8. Mentoring of the Serbian Development Agency staff engaged in SMEE investment programs implementation
9. Provide support to the Ministry of Economy Project Coordinator
10. Develop and submit all reports as required to the Project Implementation Unit established within the Republic Public Policy Secretariat

Experience and Qualifications

- Postgraduate academic or professional degree in the social sciences (Law, Economics, Political Sciences, Philology, Philosophy, and similar) (PhD, master's degree, specialist academic degree, or specialist professional degree), or graduate degree awarded following the completion of a course of study of at least four years' duration; completed post-graduate studies will be an advantage
- Preferably 5 years of experience in EU grants schemes programs
- Preferably 5 years of professional experience in SME and competitiveness grant schemes
- Preferably 5 years of experience in work with public administration
- At least 3 years of experience in SME business development and consulting
- Good knowledge of oral and written English
- Advanced computer skills
- Excellent communication, organization, and teamwork skills.

Timing and Duration

The Consultant will be engaged on part-time basis for 10 days per month, for a total of 80 working hours per month, for the period of 18 months.

The Project Implementation Unit within the Public Policy Secretariat of the Republic of Serbia will administer the Contract. The Public Policy Secretariat now invites eligible individual consultants to indicate their interest in providing the services.

The individual consultants will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014](#)

Interested and eligible individual consultants for this position should send expression of interest, together with information on relevant experience and CV in English, by e-mail (with the exact title of the position in the "Subject" of the e-mail) to the contact information listed below.

Expressions of interest must be delivered by **June 22, 2016, 12:00 Noon, local time.**

Contact:

Ivana Vukasinovic
Public Policy Secretariat
10 Vojkovicova St
11000 Belgrade
Republic of Serbia
Tel: +381 11 3349-819
E-mail: piu@rsjp.gov.rs